Ctee on the Farm - 1906 - 1914
" " " " & Horticulture 1906 - ~~19~~ 11

Farm Ctee 1916-20
Ctee on Horticulture 1911-19~~14~~ 20.

Spec Ctee on Market
Gardening Station ~~19~~ 1916-17

Spec Ctee - sewers 1917
" " " Hasbrouck House/Angus Land

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MASSACHUSETTS AGRICULTURAL COLLEGE

M I N U T E S

T R U S T E E S' C O M M I T T E E

O N

F A R M

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LIST OF COMMITTEE MEETINGS

TRUSTEES' COMMITTEE ON FARM

Date	Place	Notice sent	Minutes	Remarks
1911 Nov. 2,	State House, Boston	Oct. 27	O. K.	
1912 May 10,	Town Hall, Amherst	May 3	O. K.	Joint meeting with com. on horticulture
Sept. 13,	M. A. C.	Sept. 3	O. K.	
Nov. 7,	State House, Boston	Nov. 4	O. K.	
1913 Jan. 2,	State House, Boston	Dec. 30	O. K.	
Feb. 27,	M. A. C.	Feb. 24	O. K.	
Oct. 21	Hotel Bellevue, Boston	Oct. 17	O. K.	
1914 Jan. 7	Hotel Bellevue, Boston	Jan. 3	O. K.	
June 11	Hotel Bellevue, Boston	June 5	O. K.	
Dec. 19	M. A. C.	Dec. 12	O. K.	

MINUTES OF THE COMMITTEE ON FARM.

136 State House, Boston, November 2, 1911, 11:45 A.M.

PRESENT: Messrs. Ellis, Bowditch, Gerrett and President Butterfield. Mr. Kenney and Professor Foord were also present.

It was

VOTED: That Professor Foord and the Treasurer consider further the plans for remodeling the farm dairy, and present estimates for such a project at a later date. Farm Dairy.

The Committee considered various projects for legislative appropriation, memorandum of which is attached hereto.

LEGISLATIVE PROJECTS CONSIDERED BY COMMITTEE ON FARM

Number	Department	Project for	Classification	Department request	Committee recommendation
114	Animal Husbandry	Live Stock	New Equipment	$11250.	$ 7500.
142	Farm Administration	Miscellaneous Equipment	New Equipment	1031.	1000.
177	Agriculture (Div.)	Cow Stanchions	Repairs	15.	15.
143	Agriculture (Div.)	Fencing and Ditching	Gen.Improvements	1000.	1000.
171	Agriculture (Div.)	Remodel Farm Dairy	Gen.Improvements	1000.	
172	Agriculture (Div.)	Ventilating System	Gen.Improvements	150.	150.
173	Agriculture (Div.)	Gutters in Cow Barn	Gen.Improvements	50.	50.
174	Agriculture (Div.)	Ventilation in Root Cellar	Gen.Improvements	50.	50.
175	Agriculture (Div.)	Fitting up Bay of Young Stock Barn	Gen.Improvements	50.	50.
176	Agriculture (Div.)	Cement Watering Troughs	Gen.Improvements	290.	290.
178	Agriculture (Div.)	Fly Screens	Gen.Improvements	8.	10.
138	Agriculture (Div.)	Piggery	Buildings	2994.70	3000.
139	Agriculture (Div.)	Add. to Young Stock Barn	Buildings	2000.	2000.
140	Agriculture (Div.)	Portable Hog Houses	Buildings	250.	250.
141	Agriculture (Div.)	Tenement House for Help	Buildings	2000.	6000.
				$22138.70	$21365.

MINUTES OF JOINT MEETING OF TRUSTEES' COMMITTEES ON

FARM AND HORTICULTURE.

Court Room, Town Hall, Amherst, 10:00 p.m., May 10,1912.

PRESENT: Messrs. Gleason, Ellis, Howe, Frost, Ellsworth. Mr. Kenney and Professors Waugh, Foord, Sears, and White were also present.

The meeting was preceded by a public hearing on a petition presented to the Trustees, requesting that the present rules prohibiting the sale in the town of Amherst of college grown products be repealed.

In view of the sentiment expressed at the hearing, on motion of Mr. Frost, it was

Sale of college products.

VOTED: That these joint committees recommend to the Trustees that the rules as adopted in June, 1907, regulating the sale of college products in the Town of Amherst, be continued, and that the heads of departments be authorized to sell produce in the Town of Amherst at wholesale prices.

A lengthy discussion followed relative to the hours of labor to be observed at the college for common laborers. No action was taken however.

HEARING ON SALE OF COLLEGE PRODUCTS.

The Trustees' Committees on Farm and Horticulture held a public hearing in the Court Room of the Town Hall, Amherst, Mass., at 7:30 p.m. May 10, 1912. The object of the hearing was to consider a petition, signed by approximately 185 citizens of Amherst, requesting that the policy pursued by the college, relative to the sale of its products in Amherst, be modified.

There were present: Mr. Charles A. Gleason, Hon. J. Lewis Ellsworth, Mr. George H. Ellis, Mr. Elmer D. Howe and Mr. Harold L. Frost of the Trustees; Professors Waugh, Foord, Sears, White, Yeaw and Graham, and Mr. Kenney of the college faculty. In addition approximately 100 citizens of Amherst attended the hearing.

Mr. Charles A. Gleason presided.

The chairman announced that those favoring the sale of the college products in the Town of Amherst would be heard first.

Following is a brief outline of the testimony submitted:

Professor Emerson.

He does not care to interfere with the success of the farmers or other producers in the community, but is anxious to be able to procure good farm and garden produce, and is willing to pay a fair price for the same. The college should not, however, put produce on the market at a low price in competition with other produce. He enjoyed for years the privilege of purchasing produce of the college, and experienced considerable inconvenience when he could no longer do so. The citizens of Amherst should enjoy the same opportunities of purchasing college produce as residents of other towns. He has never been able to procure elsewhere as good produce as from the college. The price of college produce should be kept high, so that the competition will not injure the local dealer.

Mr. Frank L. Loomis.

The people of Amherst should have the privilege of buying college produce, but the college should charge prices commensurate with the value of the produce sold. The objection to the sale of college produce in the town has always been due to the fact that the college at one time under sold current market prices.

Mr. Kidder.

Better produce can be obtained from the college than from any other source in the town. The people are willing to pay more for this produce because it is worth more.

Mr. E. A. Thompson.

Inasmuch as the people of Amherst are paying extra taxes because of the presence of the agricultural college, they are entitled to all possible advantages to be derived from the college in the purchase of its products. Resentment has been felt by the people of Amherst against those who agitated the present prohibition of the sale of college produce, and resentment has been felt against the college because its Trustees acquiesced in the demand of certain dealers.

Mr. Thomas Smith.

The demand of the better trade in the town is for agricultural college products. People are willing to pay more for these products than for those of other producers. Under the present ruling, practically any citizen of Amherst can obtain college products provided he is acquainted with a student or an employee of the college. This condition operates unjustly against those citizens who are not so situated.

Mr. W. H. Phillips.

There is not enough good fruit and market garden produce raised in Amherst to supply the present demand. It is unjust that the people of the town can not enjoy the privilege of purchasing the best produce available.

Mr. Atkins.

In reply to the above statement, Mr. Atkins testified that an acquaintance of his in Belchertown had found it difficult to dispose of fruit of superior grade in Amherst.

Mr. Dakin.

It is narrow policy for the Town to pursue to deprive its citizens of privileges, which tend to make the town more attractive to new residents. The agitation against the sale of the college products in town was ill advised and short-sighted. The sale of college products is not likely to actually compete with local dealers.

Mr. Herbert S. Carruth.

The present situation is illogical and unjust to the citizens of Amherst. No unfair competition will be involved if the college disposes of its products on a proper basis.

Dean George D. Olds.

Dean Olds asked a question as to how many dealers had benefited by the present arrangement. No reply to this question was made.

Mr. Whitcomb.

Any one would be willing to buy good produce of any dealer in town if the same could be obtained. No one about here does raise as good produce as does the college. Citizens have the right to purchase of the college, and should not be deprived of it, unless the element of unfair competition enters into the situation.

Mrs. George D. Olds.

The public markets of the Town should be allowed to furnish college products to its patrons. Local producers do not furnish a regular supply for the markets.

Mr. George Cutler, Jr.

Summer people are often attracted to Amherst with the hope and expectation of being able to procure the best in the way of fruit and vegetables.

Dr. Frederick Tuckerman.

As a general principle, all the towns should stand in the same relation to the agricultural college. The citizens of Amherst, however, have special rights to the privileges offered by the college, because of the fact that when the college was located in Amherst, a large sum of money was raised partly by general taxation and partly by personal subscription for the aid of the college in its early days.

Mr. Atkins.

The college should be managed so as to bring the greatest financial return to the state. Its products should be put on the market at a fair price, and if this is done no complaint need be made from local dealers or others.

Mr. Whitcomb.

Apparently people of other towns have benefits derived from the agricultural college, which residents of Amherst do not enjoy.

Mr. Harold L. Frost.

Mr. Frost asked Mr. Thomas Smith why retailers in Amherst do not purchase college products and furnish them to their patrons.

Mr. Thomas Smith.

Mr. Smith replied that after the present ruling was made this was done, but that opposition was raised by certain dealers.

Mr. E. A. Thompson.

Mr. Thompson stated that if the agricultural college deals with outside buyers it cannot well sell at wholesale to Amherst dealers.

Mr. Charles A. Gleason.

Mr. Gleason expressed the opinion that not as much produce is now raised as was the case before the present regulations were put in force. The Trustees of the College took the former action only because of the pressure of public sentiment as expressed in the hearings held five years ago. It is the business of the college to make the farm pay as well as possible, consistent, however, with the interest of the farmers in the community.

Mr. S. A. Phillips.

People of the town have been inconvenienced and disappointed because of the operation of the present rules governing the sale of college produce.

A few others added brief testimony, much along the lines already indicated.

Mr. Kingman.

The agitation in former years grew out of the fact that the college was under selling the retail prices of the town. The question should be settled fairly to both parties, and if this is done there is likely to be no opposition on the part of any to the selling of college products in the town of Amherst.

Mr. Johnson.

A fair arrangement should be made by the college, so that other producers would not be injured by the competition. There is no objection to the college selling its surplus in Amherst at a fair price.

Mr. Atkins.

Mr. Atkins stated a specific instance, where a few years ago the college under sold the current market.

Mr. E. A. Thompson.

The people are not protesting against prices charged in Amherst but of the inferior quality of products that can be obtained.

Mr. H. M. Thomson.

The Amherst market is an extremely small one for farmer grown fruits and vegetables. The college formerly controlled the local market for such produce, and is likely to do so again if no restriction is made as to its sale. The price for such produce is lower in Amherst than elsewhere. The price charged in Amherst should be the Boston price plus express one way.

Mr. Kingman.

The Amherst market is so small that the college could easily control it unless some restrictions were placed upon the sale of college produce.

Mr. J. Lewis Ellsworth.

Mr. Ellsworth stated that in the hearings on the subject formerly held in Amherst, no such arguments as are now presented were offered in support of the old arrangement of disposing of college products.

Mr. Johnson.

Mr. Johnson inquired what arrangements other agricultural colleges make with respect to disposing of its products. No one replied to this question.

Mr. J. Lewis Ellsworth.

It is difficult to satisfy all by any arrangement which may be adopted. A middle ground may perhaps be reached, whereby fairness may be done to all. The Trustees will attempt to discover what this position is.

Mr. H. M. Thomson.

Mr. Thomson called attention to the fact that the Amherst market was different from a city market.

Mr. Atkins.

Mr. Atkins also expressed the opinion that the Amherst market is much cheaper than other markets.

Mr. Kingman.

Mr. Kingman stated that better relations never existed between the farmers and the college than now. Nothing should be done to injure it in any way the farmer and thus injure the college. The college must grow on a foundation which will be helpful to the farmer.

On the question whether the college should sell its produce in Amherst at fair prices, practically every one present voted in the affirmative; no one voted in the negative.

MINUTES OF FARM COMMITTEE

Office of Professor Foord, Friday, September 13, 1912 at 12 noon.

PRESENT: Messrs. Bowditch, Ellis and Gerrett and President Butterfield. Professor Foord was also present.

The committee inspected the dairy building under the guidance of Professor Lockwood.

Professor Foord presented a recommendation for an increase of the salary of Mr. Forristall as farm superintendent. It was

Salary of Mr. Forristall

VOTED: That beginning with December 1, 1912 the salary of Mr. E. H. Forristall, Superintendent of the Farm, should be at the rate of $1200 a year, with the same perquisites as at present; the salary to be charged to the regular apportionment for the maintenance of the farm.

Prof. J. A. McLean presented a statement concerning the desired policy to be developed in connection with the live stock policy of the College. After discussion, it was

Live stock policy

VOTED: To consider the project at a subsequent meeting of the committee.

The question of the early purchase of live stock was discussed, and it was

Purchase of live stock

VOTED: To authorize Professor McLean to spend not to exceed $500 in the purchase of pure bred sheep, and $1000 for the purchase of not to exceed two pure bred bulls of the Guernsey and Holstein breeds and for pure bred cows; the money for these purchases to be taken from the special legislative fund for Equipment, 1912.

MINUTES OF TRUSTEES' COMMITTEE ON FARM.

State House, Boston, Nov. 7, 1912, at 11.00 a.m.

PRESENT: Messrs. Bowditch, Ellis, Gerrett, President Butterfield. Mr. Henney, Prof. Foord, and Prof. Graham were also present.

The Committee considered and approved as follows, projects for repairs and improvements in the division of agriculture:

No. 25,	Remodeling farm dairy	$1000.(Equipment and ventilation)
26,	Addition to young stock barn,	2100.
27,	Piggery,	3000.
28,	Farm house,	2100.
29,	Addition to poultry plant,	3000.

VOTED: To authorize the Treasurer and Professor Foord to investigate the question of the Plainville water right and to report on the same at the next meeting of this committee.

Plainville Water Rig..

MINUTES OF TRUSTEES' COMMITTEE ON FARM

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Room 446, State House, Boston, January 2, 1913, at 11:30 a.m.

PRESENT: Messrs. Bowditch, Ellis, Gerrett, President Butterfield; Professor Foord was also present.

Professor Foord stated that Mr. Forristall, Farm superintendent, had received an offer from the Government for another position. It was

VOTED: To make the salary of Mr. Forristall $1400 per year with the perquisites already granted, same to take effect January 1, 1913. If Mr. Forristall decides not to remain on this salary, the Farm Committee hereby expresses its regret at losing his services.

MINUTES OF TRUSTEES' COMMITTEE ON FARM.

Professor Foord's Office, Amherst, Thursday, February 27, 9 a.m.

PRESENT: Mr. Bowditch, Mr. Gerrett, and President Butterfield. Professor Foord, Treasurer Kenney and Professor Lockwood were also present.

Considerable time was spent in discussing the supply of milk for the college dining hall, - whether the College should attempt to produce the supply itself or should regulate the terms under which it shall be produced by private individuals who sell to the College. It was

VOTED: To authorize Professors Foord and Lockwood to present to the committee at a future date a comprehensive plan for procuring an adequate supply of clean milk, produced under proper conditions, both for use at the dairy building and at the college dining hall.

It was

VOTED: To recommend to the Finance Committee that the matter of charges for team service be adjusted on some basis just to all the departments concerned.

The future use of the central campus area about the pond was discussed, and it was

VOTED: To recommend to the Trustees' Committee on Experiment Department that this central area be in future used as a farm meadow, and that existing fertilizer experiments on the same be discontinued.

It was

VOTED: To authorize Professor Foord to make such settlement as he could in the matter of injuries in the case of Mr. C. S. Willey.

Professor Foord presented a season plan for farm crops and fertilizers, and it was

VOTED: To approve the same.

Professor Foord announced that he had arranged for Professor McLean to assume responsibility for the college live stock.

Professor Foord reported the engagement of Mr. John J. Barber as farm superintendent on the following terms:--

1. Salary nine hundred dollars ($900) per year with two weeks vacation, (time for same to be approved by the head of the division of agriculture).

2. House with heat and light, except that we reserve one or two unfurnished rooms on the second floor. (There are six rooms and bath on the second floor and two stairways.)

3. Land, team work, and manure for garden. The farm keeps the lawn mowed around the superintendent's house, and we have generally supplied ice for his refrigerator. Milk to all farm help is five cents per quart.

MINUTES OF COMMITTEE ON FARM,

Hotel Bellevue, Boston, October 21,1913, at 3:00 p.m.

PRESENT: Messrs. Bowditch, Ellis and Acting President Lewis; Treasurer Kenney, Professors Foord and Lockwood also were present.

The Committee considered at length the project submitted by Professors Foord and Lockwood, whereby the college would buy the milk business now conducted by Mr. Walter D. Cowls of North Amherst, for the purpose of furnishing a suitable supply of milk for the dining hall and for use in the dairy laboratory. No action was taken, but the matter was referred to the joint Committee on Finance and Legislation.

Milk Supply for Dining Hall and Dairy Laboratory.

It was

VOTED: To leave to Mr. Gerrett with power the location of the dormitory for farm employees.

MINUTES OF TRUSTEES' COMMITTEE ON FARM.

Hotel Bellevue, Boston, January 7, 1914, at 1:00 p.m.

PRESENT: Messrs. Bowditch, Gerrett, Acting President Lewis; Prof. Foord and Treasurer Kenney were also present.

Letters were presented from Mr. J. W. Bird and others in criticism of the present policy of the college in selling its certified milk. It was

Policy of selling milk.

VOTED: That the chairman of this committee be authorized to reply to these letters.

VOTED: That Professor Foord submit to Mr. Gerrett a recommendation as to charges to be made by the farm department for the use of its teams by other departments of the college, and that Mr. Gerrett be authorized to make final adjustment of such rates with the Treasurer.

Rates for Farm teams.

Professor Foord was authorized to dispose of such tuberculous cows as may now be found in the college herd.

Tubercular cows.

MINUTES OF TRUSTEES' COMMITTEE ON FARM.

Hotel Bellevue, Boston, June 11,1914, 4 p.m.

PRESENT: Messrs. Bowditch, Ellis, Gerrett, and President Butterfield; Treasurer Kenney and Professor Foord were also present.

Professor Foord recommended that the piggery be located on the so-called Nash land, bordering the west line of the sheep barn and approximately 75 feet south of the sheep barn. After discussion it was

Location of Piggery.

VOTED: To approve the location as described.

VOTED: To recommend to the Building Committee that the water main be continued from the cattle barn to the sheep barn and piggery.

Extension of Water Main.

VOTED: That from June 1, 1914, the salary of Mr. Barber, Farm Superintendent, be $1200. per year.

Salary of J.J.Barber

VOTED: To leave the question of the erection of the silo at the young stock barn to Mr. Bowditch and Professor Foord, with power.

Silo.

MINUTES OF THE MEETING OF TRUSTEES' COMMITTEE ON FARM.

Amherst, Mass., December 19, 1914, at 8:30 a.m.

PRESENT: Messrs. Bowditch, Ellis, Gerrett,
President Butterfield.

Professor Foord presented a schedule of projects for improvements and new equipment in the Division of Agriculture. The schedule of these projects, together with action taken by the Committee, is attached:

Projects for Equipment and Improvements.

DIVISION OF AGRICULTURE, PROJECTS, Nov. 1914.

Department	Project for:	Estimated Cost.	Recommended by Farm Committee
Agronomy & Farm Adm.	Irrigation plant	$ 600.00	$ 600.00
" "	Equipment for Course 6,	102.00	Current
"	Crop garden,	275.00	
"	Lantern slides,	100.00	50.00
	Total	$ 1077.00	
Animal Husbandry,	Sheep,	$ 500.00	$ 200.00
" "	Hogs,	650.00	100.00
" "	Lantern slides,	50.00	50.00
" "	Repairs to plaster models,	85.00	Current
" "	Guernsey, 2 females,	1000.00	
" "	Percheron, 3 mares,	2000.00	800.00
" "	Clydesdale, 2 mares,	1500.00	
" "	Supervision of Adv. Registry,	250.00	Current $150
" "	Cost of Milk Production,	1200.00	
	Total	$ 7235.00	
Farm & Ani. Husb.,	Improvements at Sheep Barn,	$ 95.00	$ 100.00
" " " "	" " Young Stock Barn,	288.00	50.00
" " " "	Fencing,	300.00	200.00
Farm	Farm Shop,	205.00	250.00
" " Agronomy,	Drainage, 25 acres, S. of Hadley road,	665.00	500.00
" " Ani. Husb.,	House for help on Hadley road,	1600.00	1600.00
"	Painting & repairs, wagons & sleds,	175.00	Current
" " Rur. Eng.,	Implements,	800.00	500.00
"	Harness for stallion,	50.00	50.00
"	Power for irrigation & other purposes,	2000.00	800.00
" " Dairying,	Remodel Farm Dairy,	3529.98	3000.00
", Dairy, An.Husb.,	Milking machines,	500.00	
"	Ice house,	1500.00	
"	Cement watering troughs,	100.00	
	Total	$11807.98	
Farm Adm.,	Equipment,	$ 153.00	$ 100.00

DIVISION OF AGRICULTURE, PROJECTS, Nov. 1914.

Department.	Project for:	Estimated Cost.	Recommended by Farm Committee.
Poultry Husb.,	Small equipment,	$ 260.00	$ 260.00
" "	Electric incubators & Hovers,	150.00	150.00
" "	Wind break,	160.00	100.00
" "	Mammoth incubator & cellar,	1200.00	
" "	Scales,	35.00	35.00
	Total	$ 1805.00	
Poultry Husb.Exp.Sta.,	Exp. poultry farm,	$ 5000.00	Referred to Exp.Sta.
" " " "	Colony house & brooding equipment,	400.00	" " " "
	Total	$5400.00	
Dairying,	Building changes & repairs,	$ 418.00	$ 418.00
"	General equipment,	750.00	750.00
"	Ice cream "	669.00	669.00
"	Cheese equipment,	1106.00	
		$ 3023.00	
Rur. Eng.	Equipment for Shop	$ 5500.00	

MINUTES

TRUSTEES COMMITTEE

on

FARM and HORTICULTURE.

----- LIST OF COMMITTEE MEETINGS. -----

Trustees Committee on FARM AND HORTICULTURE.

Date	Place	Notices sent	Minutes	Remarks
1906 Aug. 28,	M. A. C.		O. K.	
Dec. 19,	Boston		O. K.	
1907 Feb. 19,	Boston	Feb. 12,	O. K.	
June 6,	Boston		O. K.	
Nov. 19,	M. A. C.	Nov. 12,	O. K.	
Dec. 18,	State House		O. K.	
1908 Jan. 29,	Boston		O. K.	
March 13,	M. A. C.	Feb. 21,	O. K.	
Oct. 2	M. A. C.	Sept. 30	ok.	
1909. Jan. 7,	State House	Dec. 29,'08	O. K.	
March 11,	Amherst House, Amherst	March 5	O. K.	
Sept. 27,	State House, Boston		O. K.	Meeting of hort. div. only
1910. Jan. 5,	State House,	Dec. 29,'09	O. K.	
1911 Jan. 5,	State House	Dec.31,'10	O. K.	

MINUTES OF MEETING OF COMMITTEE ON FARM AND HORTICULTURE

M. A. C., Tuesday, August 28, 1906.

PRESENT: Messrs. Bowditch, Ellis, M. I. Wheeler, Gleason, Draper, Howe and Butterfield.

The question of the working of the so-called eight-hour law was quite thoroughly discussed. It was unanimously agreed that the College must comply with the law in letter and in spirit, and, furthermore, if it should be found legal to arrange to employ laborers by the hour, the number of hours to be determined by each laborer, that this ruling should be invoked only in those cases where the eight-hour system works great inconvenience, as with teamsters, herdsmen, firemen on Sundays, etc., and also in certain emergencies. The College officials were given authority to carry out this plan, in case a satisfactory ruling is made. It was also the opinion of the Committee that the rate of pay per hour, in case this plan is adopted, should be for the present substantially the rate imposed through the working of the eight-hour law.

MINUTES OF MEETING OF COMMITTEE ON FARM AND HORTICULTURE

Boston, December 19, 1906.

VOTED: That the College Departments employing labor are authorized and instructed, in making arrangements for the coming season, to hire such labor by the hour, the number of hours' work per day to be decided by mutual arrangement between the Department and laborers individually. The rate of pay per hour for common labor to be placed at 17-1/2 ¢ per hour.

VOTED: That Professor Brooks be allowed to spend substantially the same amount as usual for fertilizers for the farm.

VOTED: To recommend to the Trustees the appointment of a special Committee with power to arrange for a satisfactory method of disposing of college products.

VOTED: To recommend to the Trustees that the Legislature be asked for $3,000. to complete the equipment of barns, stables, and dairy building, and $7,000. for the purchase of livestock.

MINUTES OF MEETING OF COMMITTEE ON FARM AND HORTICULTURE

Boston, Tuesday February 19, 1907.

PRESENT: Messrs. Bowditch, Ellis, Howe, Ellsworth and Butterfield.

The matter of employing labor under the eight-hour law, with reference to the coming season, was discussed, Profs. Brooks and Waugh being present and offering suggestions. It was agreed that the College must continue to comply with the law in letter and in spirit, and that advantage should be taken of the ruling of the attorney general only in cases where it seems absolutely necessary.

The College officials therefore were instructed:

(1) To employ all labor by the hour, on the basis of an eight-hour day. The standard rate for common labor is to be $1.50 for the eight-hour day.

(2) In cases where the College and the laborer mutually agree upon more than eight hours a day, the standard rate shall be the rate for the extra hours.

Meeting of Committee on Farm and Horticulture,

Boston, June 6, 1907.

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1. Voted, that the expenditure of the appropriation of $3000 for equipping the barn, stables, and milk room, voted by the Legislature, be left to Prof. Brooks and Mr. Forristall.

2. Voted, that the expenditure of the appropriation of $4000 for the purchase of live stock for the barn be left with a committee consisting of Mr. Bowditch, Mr. Ellis, and Mr. Forristall, in consultation with Prof. Brooks.

3. It was voted to recommend to the Trustees that the salary of Mr. E. H. Forristall, Superintendent of the Farm, be $1000 a year, to take effect July 1, 1907.

MEETING of COMMITTEE on FARM and HORTICULTURE.

President's Office, M. A. C., Tuesday, November 19, 1907.

PRESENT: Messrs. Ellis, Ellsworth, Gerrett, Howe, and Butterfield.

The sub-committees on the Farm and Horticulture made an inspection of the respective departments and considered estimates for the apportionment and legislative budget for the ensuing year. The recommendations of the sub-committees as adopted by the Committee were as follows:

VOTED: To recommend to the Finance Committee a regular apportionment of $3,000. to the Farm Department for the ensuing College year.

VOTED: To recommend to the Trustees a legislative budget amounting to $2,727.50, for certain items of equipment and repairs in the Farm Department.

VOTED: To refer to Finance.

VOTED: To recommend to the Trustees the following appropriations for additional buildings for the Division of Horticulture.

1.	Vegetable packing shed	$500.
2.	Cold Storage Fruit House,	2,500.
3.	Glass house and attached instruction building,	32,000. (approximate)

The sub-committee on Horticulture reported an estimate of the Division of Horticulture for an apportionment of approximately $6500, and it statee that it has asked Professor Waugh for a detailed estimate, and would recommend a definite apportionment at a later meeting.

Adjourned.

MINUTES OF MEETING OF COMMITTEE ON FARM AND HORTICULTURE

Office of Secretary of the State Board of Agriculture

Boston, December 18, 1907, 4.30 P. M.

PRESENT: Messrs. Bowditch, Gerrett, Pollard, Howe, Ellsworth and Butterfield.

The Committee confirmed the action taken by the Farm section of the Committee November 19, as follows:

Professor Brooks presented the general plan for cropping for the ensuing season. This was approved. It did not involve any essential changes from the system which has been followed for the past few years.

The Committee VOTED to authorize Prof. Brooks to use $1,000. in the purchase of fertilizers.

The Committee VOTED also to authorize Prof. Brooks to carry out general plans which were submitted for the drainage of a portion of the pasture which we are seeking to improve, which lies south of the Plainfield road. No estimate of expenditure was submitted. The tiles needed are to be paid for out of the legislative appropriation for tiles which was made last year.

It was VOTED that Professor Brooks be authorized to register

the young French Coach horses, provided it be found that the same companyregistered the previous ones, and provided also that they will be registered for $5., if less than one year old, or 25 % added to the fee if over one year old. Authority was granted, if necessary, to buy a share in the French Coach horses registered.

VOTED: That the Finance Committee be requested to apportion an amount to the Farm sufficient to make up the deficiency between the probable income and the new estimate of expenditures.

VOTED: That hereafter ten hours be regarded as a day's work for laborers at the College, in those departments in which the law permits a ten-hour day, the rate of wages to be left with the discretion of the department.

VOTED: That the animals at the Dairy barn that are to be tested be tested during vacation by Dr. Paige, in accordance with his request.

VOTED: To permit Prof. Rane temporarily to utilize for a forest nursery the acre of land south of the present area.

VOTED: To recommend to the Finance Committee the apportionment of $7,000. for the Division of Horticulture for the ensuing fiscal year.

Minutes

Meeting of Farm Committee, Boston, January 29, 1906.

Present Messrs.- Bowditch, Ellis and Butterfield.

A report was presented by Prof. Brooks showing the result of the tuberculin tests of the college herd by Dr. Paige. The report was as follows:

"Prof. Brooks reported that in the tuberculin test recently carried out on all the animals of the herd, by Dr. James B. Paige, there had been ten characteristic reactions indicating tuberculosis. These reactions affected seven cows, most of them comparatively recently purchased on the tuberculin test, one six months old heifer, the offspring of one of these cows, and two bulls, the Holstein and the Jersey."

It was voted that both the bulls reacting be kept for the present in an outside stall to be constructed.

It was voted that such number of the females reacting as may be determined by Dr. Paige be kept in quarantine until further action by the Committee.

It was voted that the disposal of the remaining number of the herd reacting be left with Prof. Brooks with power, after consultation with Dr. Austin Peters.

MEETING OF COMMITTEE ON FARM AND HORTICULTURE

President's Office, College, Friday, March 13, 1908.

PRESENT: Messrs. Bowditch, Ellis, Ellsworth, Gerrett, Howe, and Butterfield.

Professor Brooks presented a number of minor matters to the Committee.

VOTED: To confirm the arrangement with Prof. Rane for his use of the plot east of the present forest nursery for a similar purpose.

VOTED: That the matter of purchase of wagon for conveying milk to the depot be left to the President, the Treasurer and Mr. Forristall.

VOTED: That Professor Brooks be given authority to grant Professor Hart approximately an acre of land for school garden purposes.

VOTED: That the Farm Department be instructed to sell the stallion "Apollos" at not less than $200.

VOTED: That the matter of sale of young horses on the farm be left to the Chairman of the Committee, and Mr. Forristall, with power.

VOTED: That Mr. Forristall be granted his present location for kitchen garden.

MINUTES OF THE COMMITTEE ON FARM AND HORTICULTURE.

Amherst, Mass. October 2, 1908.

Present: Messrs. Bowditch, Ellis, Ellsworth, Howe, Pollard, and Butterfield.

The Committee went over the farm with special reference to the plans for the farm buildings and the location of forest nursery.

VOTED: to recommend to the Trustees the rebuilding of the storage part of the Dairy Barn on the general lines of the plans submitted by Mr. James Ritchie; the building to be presumably of frame construction, the outside to be pebble dash finish like the former structure; also that there be built a tool shed, bull pens, and barns for the young stock as further replacment for the structure burned.

Also, in addition to the above, that if proper plans can be drawn, the incoming Legislature be asked to provide suitable shelter for sheep and swine.

VOTED: that Mr. Howe and Professor Foord be authorized to visit a number of other colleges for the purpose of inspecting their barns.

It was understood that before reaching a final decision with respect to construction of storage barn, estimates be procured relative to cost of fire-proof construction.

MINUTES OF THE MEETING OF THE COMMITTEE ON FARM AND HORTICULTURE

STATE HOUSE, BOSTON, JANUARY 7, 1909, 9.00 A. M.

PRESENT: Messrs. Bowditch, Cressley, Ellis, Ellsworth, Gerett, Howe, Pollard, and Butterfield.

President Butterfield reported that he had had no reply from the Governor indicating that the application of the Trustees for relief from the Emergency Fund, on account of fire loss had been considered.

VOTED: To recommend to the Trustees that the Legislature be asked to reimburse the College for the loss of barn and contents, in the sum of $30,000.00

Professor Foord presented tentative plans for replacing the barn, which included rebuilding the storage part on a smaller scale, preferably of brick or cement; frame barn for bulls and young stock; and a frame building for the storage of farm implements and machinery. The provisional estimate for these buildings being $20,000.00

VOTED: To recommend to the Trustees that these tentative plans be accepted.

Professor Foord reported a request for assignment of land for a forest nursery to be used by the State Forester; the matter was left for future decision by the Committee.

VOTED: To recommend to the Trustees that the Legislature be asked to make an appropriation for repairs to farm buildings and construction of line fences, to the amount of $1800.00.

VOTED: To recommend to the Trustees that the Legislature be asked to appropriate the sum of $2500.00 for the erection of a farm house.

VOTED: To recommend to the Trustees that the Legislature be asked to appropriate the sum of $3000.00 for the erection and equipment of buildings suitable for instruction in Poultry Husbandry.

VOTED: To recommend to the Trustees that the Legislature be asked to appropriate $1000.00 for equipment suitable for instruction in Farm Mechanics.

Professor Ford reported as to the desirability of a prize judging pavilion to cost approximately $8,000.00; it was

VOTED: To approve the item, and to refer it to the Building Committee.

VOTED: To approve the request of Professor Sears for an appropriation of $3,000.00 for a fruit storage house, and to refer the recommendation to the Building Committee.

VOTED: To ask the Trustees to consider the advisability of employing a detective to further investigate the cause of the fire at the barn.

MINUTES OF MEETING OF COMMITTEE ON FARM AND HORTICULTURE.

Amherst House, Amherst, March 11, 1916, at 2.30 P. M.

Present: Messrs. Ellis and Howe, President Butterfield, Professors Waugh and Foord, and Treasurer Kenney.

VOTED: To request Mr. Ellis to make temporary arrangement with the State Forester for the use of not over two or three acres more on the college farm, situated to the west and south of the present nursery tract, to be used by the State Forester for a similar purpose.

VOTED: That in the matter of ventilation of the new cow stable, the Treasurer be authorized to consult with Professor Brooks and Dr. Paige, and if necessary with Professor Woodbridge, and report later to the committee.

VOTED: To authorize Professor Foord to close the milk contract with D. Whiting & Son, on approximately the present basis.

VOTED: To adopt Professor Foord's statement of farm plans for the coming season.

VOTED: That the farm superintendent should consider himself entitled to two weeks vacation during the year, the time to be arranged with the head of the division; and also that the question of judging at fairs and farmers' institute work on the part of the farm superintendent, should be left to the discretion of the head of the division of agriculture.

VOTED: That Professor Foord be authorized to purchase a team of grade Clydesdales.

MINUTES OF SPECIAL MEETING OF THE HORTICULTURE DIVISION

OF THE COMMITTEE ON FARM AND HORTICULTURE.

STATE HOUSE, BOSTON, SEPTEMBER 27, 1909.

On motion of Mr. Howe, it was unanimously

VOTED: That the samll octagon, the lily room, and the west leanto of the old Durfee Range be demolished, and that the remainder of the range be retained according to the plans submitted by Prof. E. A. White.

MINUTES OF MEETING OF COMMITTEE ON FARM AND HORTICULTURE.

OFFICE OF STATE BOARD OF AGRICULTURE, BOSTON.

JANUARY 5, 1910, at 4 P. M.

PRESENT: Messrs. Ellis, Bowditch, Ellsworth, Gerrett, Howe, and President Butterfield.

Plans for handling, during the coming season, some of the newly acquired land adjoining the college farm were left to Professor Foord and the Chairman.

Professor Foord presented plans for a new dairy building. On motion of Mr. Bowditch, it was

VOTED: To recommend the general plan of dairy building to the building Committee.

Professor Foord was asked to present in a general way his ideas in regard to the plans for a large teaching and laboratory building for the Division of Agriculture.

Professor Foord presented a request for an item of $4000. for additional live stock, to be placed in the legislative budget for new equipment. It was

VOTED: That $2000. be recommended.

VOTED: To dispose of the two tuberculous bulls.

President Butterfield raised the question in regard to the use of a certain amount of the barn insurance money for the construction of a piggery. On motion of Mr. Bowditch, it was

VOTED: To recommend to the Committee on Buildings and Grounds that a piggery be built if the balance will warrant it, requesting Professor Foord to submit plans for the same.

President Butterfield reported the request from State For-

ester Rane for more land for a forest nursery. It was

VOTED: That the matter be left to a committee consisting of Chairman Ellis, and Professors Foord and Sears.

President Butterfield presented a request from G. F. Newell praying for an exchange of land with the College. It was

VOTED: That it be the sense of the Committee that an exchange is inadvisable.

VOTED: That it be the sense of the Committee that the farm charge other departments market rates for team and labor.

MINUTES OF MEETING OF COMMITTEE ON FARM AND HORTICULTURE.

STATE BOARD OF AGRICULTURE ROOMS, STATE HOUSE, BOSTON.

January 5, 1911, at 11 A. M.

PRESENT: Messrs. Bowditch, Ellsworth, Frost, Gerrett, Howe, and President Butterfield.

In the absence of Mr. Ellis, Mr. Bowditch was chosen acting chairman of the committee.

Professor Foord was present and made a detailed statement of the farm for the past three years.

Professor J. A. McLean, a candidate for the professorship of animal husbandry, met with the committee and made a statement in regard to his training and career.

Professor Foord brought up for discussion various matters connected with the management of the farm, such as additional room for young stock, sheep sheds, piggery, and quarters for farm help.

VOTED: That there be no further farm expenditure on the rifle range for the present.

VOTED: That Professor Foord be authorized to expend not to exceed $100. from the surplus fire account, for small pens for swine.

VOTED: That Professor Foord be authorized to negotiate with Mr. Newell for the rental of his farm for a period of five years, with an option to purchase, and to report back to this committee.

VOTED: That the Chairman of this committee and the chairman of the committee on experiment department, act with Professors Brooks and Foord as a sub-committee to locate the land to be set apart for the poultry plant.

VOTED: To authorize Professor Foord to purchase a pure bred Jersey bull, the cost to be paid out of the special appropriation account.

MINUTES

TRUSTEES COMMITTEE

on

FARM and HORTICULTURE

----- LIST OF COMMITTEE MEETINGS. -----

Trustees Committee on FARM AND HORTICULTURE.

Date	Place	Notices sent	Minutes	Remarks
1906 Aug. 28,	M. A. C.		O. K.	
Dec. 19,	Boston		O. K.	
1907 Feb. 19,	Boston	Feb. 12,	O. K.	
June 6,	Boston		O. K.	
Nov. 19,	M. A. C.	Nov. 12,	O. K.	
Dec. 18,	State House		O. K.	
1908 Jan. 29,	Boston		O. K.	
March 13,	M. A. C.	Feb. 21,	O. K.	
Oct. 2,	M. A. C.	Sept. 30,	O. K.	
1909. Jan. 7,	State House	Dec. 29,'08	O. K.	
March 11,	Amherst House, Amherst	March 8	O. K.	
Sept. 27,	State House, Boston		O. K.	Meeting of hort. div. only
1910. Jan. 5,	State House	Dec. 29,'09	O. K.	
1911 Jan. 5,	State House	Dec. 31,'10	O. K.	

MINUTES OF MEETING OF COMMITTEE ON FIELD AND PARTICIPATION

M. A. C., Tuesday, August 21, 1906.

PRESENT: Messrs. Bowditch, Ellis, N. I. Wheeler, Gleason, Draper, Howe and Butterfield.

The question of the working of the so-called eight-hour law was quite thoroughly discussed. It was unanimously agreed that the College must comply with the law in letter and in spirit, and, furthermore, if it should be found legal to arrange to employ laborers by the hour, the number of hours to be determined by each laborer, that this ruling should be invoked only in those cases where the eight-hour system works great inconvenience, as with teamsters, handymen, firemen on Sundays, etc., and also in certain emergencies. The College officials were given authority to carry out this plan, in case a satisfactory ruling is made. It was also the opinion of the Committee that the rate of pay per hour, in case this plan is adopted, should be for the present substantially the rate imposed through the working of the eight-hour law.

MINUTES OF MEETING OF COMMITTEE ON FARM AND HORTICULTURE

Boston, December 1[illegible], 1906.

VOTED: That the College Departments employing labor are authorized and instructed, in making arrangements for the coming season, to hire such labor by the hour, the number of hours' work per day to be decided by mutual arrangement between the Department and laborers individually. The rate of pay per hour for common labor to be placed at 17-1/2 ¢ per hour.

VOTED: That Professor Brooks be allowed to spend substantially the same amount as usual for fertilizers for the farm.

VOTED: To recommend to the Trustees the appointment of a special Committee with power to arrange for a satisfactory method of disposing of college products.

VOTED: To recommend to the Trustees that the Legislature be asked for $[illegible],000. to complete the equipment of barns, stables, and dairy building, and $7,000. for the purchase of livestock.

MINUTES OF MEETING OF COMMITTEE ON FARM AND HORTICULTURE

Boston, Tuesday February 1[illegible], 1907.

PRESENT: Messrs. Howditch, Ellis, Rowe, Ellsworth and Butterfield.

The matter of employing labor under the eight-hour law, with reference to the coming season, was discussed, Profs. Brooks and Waugh being present and offering suggestions. It was agreed that the College must continue to comply with the law in letter and in spirit, and that advantage should be taken of the ruling of the attorney general only in cases where it seems absolutely necessary.

The College officials therefore were instructed:

(1) To employ all labor by the hour, on the basis of an eight-hour day. The standard rate for common labor is to be $1.50 for the eight-hour day.

(2) In cases where the College and the laborer mutually agree upon more than eight hours a day, the standard rate shall be the rate for the extra hours.

Meeting of Committee on Farm and Horticulture,

Boston, June 6, 1907.

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1. Voted, that the expenditure of the appropriation of $3000 for equipping the barn, stables, and milk room, voted by the Legislature, be left to Prof. Brooks and Mr. Forristall.

2. Voted, that the expenditure of the appropriation of $4000 for the purchase of live stock for the barn be left with a committee consisting of Mr. Bowditch, Mr. Ellis, and Mr. Forristall, in consultation with Prof. Brooks.

3. It was voted to recommend to the Trustees that the salary of Mr. J. H. Forristall, Superintendent of the Farm, be $1000 a year, to take effect July 1, 1907.

Meeting of Committee on Farm and Horticulture,

Boston, June 6, 1907.

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1. Voted, that the expenditure of the appropriation of $2000 for equipping the barn, stables, and milk room, voted by the legislature, be left to Prof. Brooks and Mr. Forristall.

2. Voted, that the expenditure of the appropriation of $4000 for the purchase of live stock for the barn be left with a committee consisting of Mr. Bowditch, Mr. Ellis, and Mr. Forristall, in consultation with Pr f. Brooks.

It was voted to recommend to the Trustees that the salary of Mr. . H. Forristall, Superintendent of the Farm, be $1000 a year, to take effect July 1, 1907.

MEETING of COMMITTEE on FARM and HORTICULTURE.

President's Office, M. A. C., Tuesday, November 1[illegible], 1907.

PRESENT: Messrs. Ellis, Ellsworth, Garrett, [illegible], and Sutherfield.

The sub-committees on the Farm and Horticulture made an inspection of the respective departments and considered estimates for the apportionment and legislative budget for the ensuing year. The recommendations of the sub-committees as adopted by the Committee were as follows:

VOTED: To recommend to the Finance Committee a regular apportionment of [illegible],000. to the Farm Department for the ensuing College year.

VOTED: To recommend to the Trustees a legislative budget amounting to [illegible],727.[illegible]0, for certain items of equipment and repairs in the Farm Department.

VOTED: To refer to Finance.

VOTED: To recommend to the Trustees the following appropriations for additional buildings for the Division of Horticulture.

1. Vegetable packing shed [illegible].
2. Cold Storage Fruit house, [illegible].
3. Glass house and attached instruction building, 32,000.

The sub-committee on Horticulture reported an estimate of the Division of Horticulture for an apportionment of approximately [illegible]500, and it stated that it has asked Professor [illegible] for a detailed estimate, and would recommend a definite apportionment at a later meeting.

Adjourned.

MINUTES OF MEETING OF COMMITTEE ON FARM AND HORTICULTURE

Office of Secretary of the State Board of Agriculture

Boston, December 18, 1907, 4.30 P. M.

PRESENT: Messrs. Hewditch, Garrett, Pollard, Howe, Ellsworth and Butterfield.

The Committee confirmed the action taken by the Farm Section of the Committee November 19, as follows:

Professor Brooks presented the general plan for cropping for the ensuing season. This was approved. It did not involve any essential changes from the system which has been followed for the past few years.

The Committee VOTED to authorize Prof. Brooks to use $1,000. in the purchase of fertilizers.

The Committee VOTED also to authorize Prof. Brooks to carry out general plans which were submitted for the drainage of a portion of the pasture which we are seeking to improve, which lies south of the Plainfield road. No estimate of expenditure was submitted. The tiles needed are to be paid for out of the legislative appropriation for tiles which was made last year.

It was VOTED that Professor Brooks be authorized to register the young French Coach horses, provided it be found that the same company registered the previous ones, and provided also that they will be registered for $5., if less than one year old, or $5 added to the fee if over one year old. Authority was granted, if necessary, to buy a share in the French Coach horses registered.

VOTED: That the Finance Committee be requested to apportion an amount to the Farm sufficient to make up the deficiency between the probable income and the new estimate of expenditures.

VOTED: That hereafter ten hours be regarded as a day's work for laborers at the College, in those departments in which the law permits a ten-hour day, the rate of wages to be left with the discretion of the department.

VOTED: That the animals at the Dairy barn that are to be tested be tested during cavation by Dr. Paige, in accordance with his request.

VOTED: to permit Prof. Kane temporarily to utilize for a forest nursery the acre of land south of the present area.

VOTED: To recommend to the Finance Committee the appropriation of $7,000. for the Division of Agriculture for the [illegible] fiscal year.

Minutes

Meeting of Farm Committee, Boston, January 29, 1908.

Present Messrs.- Bowditch, Ellis and Butterfield.

A report was presented by Prof. Brooks showing the result of the tuberculin tests of the college herd by Dr. Paige. The report was as follows:

"Prof. Brooks reported that in the tuberculin test recently carried out on all the animals of the herd, by Dr. James B. Paige, there had been ten characteristic reactions indicating tuberculosis. These reactions affected seven cows, most of them comparatively recently purchased on the tuberculin test, one six months old heifer, the offspring of one of these cows, and two bulls, the Holstein and the Jersey."

It was voted that both the bulls reacting be kept for the present in an outside stall to be constructed.

It was voted that such number of the females reacting as may be determined by Dr. Paige be kept in quarantine until further action by the Committee.

It was voted that the disposal of the remaining number of the herd reacting be left with Prof. Brooks with power, after consultation with Dr. Austin Peters.

MASSACHUSETTS
AGRICULTURAL COLLEGE
AMHERST

PRESIDENT'S OFFICE

Meeting of Committee on Farm and Horticulture

President's Office, College, Friday, March 13, 1908.

Present Messrs.- Bowditdh, Ellis, Ellsworth, Gerrett, Howe, and Butterfield.

Prof. Brooks presented a number of minor matters to the Committee.

VOTED, to confirm the arrangement with Prof. Rane for his use of the plot east of the present forest nursery for a similar purpose.

VOTED, that the matter of purchase of wagon for conveying milk to the depot be left to the President, the Treasurer and Mr. Forristall.

VOTED, that Prof. Brooks be given authority to grant Prof. Hart approximately an acre of land for school garden purposes.

VOTED, that the Farm Department be instructed to sell the stallion "Apollos" at not less than $200.

VOTED, that the matter of sale of young horses on the farm be left to the Chairman of the Committee and Mr. Forristall, with power.

VOTED, that Mr. Forristall be granted his present location for kitchen garden.

MINUTES OF THE COMMITTEE ON FARM AND HORTICULTURE.

Amherst, Mass. October 2, 1908.

Present: Messrs. Bowditch, Ellis, Ellsworth, Howe, Pollard, and Butterfield.

The Committee went over the farm with special reference to the plans for the farm buildings and the location of forest nursery.

VOTED: to recommend to the Trustees the rebuilding of the storage part of the Dairy Barn on the general lines of the plans submitted by Mr. James Ritchie; the building to be presumably of frame construction, the outside to be pebble dash finish like the former structure; also that there be built a tool shed, bull pens, and barns for the young stock as further replacement for the structure burned.

Also, in addition to the above, that if proper plans can be drawn, the incoming Legislature be asked to provide suitable shelter for sheep and swine.

VOTED: that Mr. Howe and Professor Foord be authorized to visit a number of other colleges for the purpose of inspecting their barns.

It was understood that before reaching a final decision with respect to construction of storage barn, estimates be procured relative to cost of fire-proof construction.

MINUTES OF THE MEETING OF THE COMMITTEE ON FARM AND HORTICULTURE

STATE HOUSE, BOSTON, JANUARY 7, 1903, 8.00 A. M.

PRESENT: Messrs. Bowditch, Crewley, Ellis, Ellsworth, Gerett, Howe, Pollard, and Butterfield.

President Butterfield reported that he had had no reply from the Governor indicating that the application of the Trustees for relief from the Emergency Fund, on account of fire loss had been considered.

VOTED: To recommend to the Trustees that the Legislature be asked to reimburse the College for the loss of barn and contents, in the sum of $30,000.00

Professor Foord presented tentative plans for replacing the barn, which included rebuilding the storage part on a smaller scale, preferably of brick or cement; frame barn for bulls and young stock; and a frame building for the storage of farm implements and machinery. The provisional estimate for these buildings being $20,000.00

VOTED: To recommend to the Trustees that these tentative plans be accepted.

Professor Foord reported a request for assignment of land for a forest nursery to be used by the State Forester; the matter was left for future decision by the Committee.

VOTED: To recommend to the Trustees that the Legislature be asked to make an appropriation for repairs to farm buildings and construction of line fences, to the amount of $1800.00.

VOTED: To recommend to the Trustees that the Legislature be asked to appropriate the sum of $2500.00 for the erection of a farm house.

VOTED: To recommend to the Trustees that the Legislature be asked to appropriate the sum of $3000.00 for the erection and equipment of buildings suitable for instruction in Poultry Husbandry.

VOTED: To recommend to the Trustees that the Legislature be asked to appropriate $1000.00 for equipment suitable for instruction in Farm Mechanics.

Professor Foord reported as to the desirability of a brick judging pavilion to cost approximately $8,000.00; it was

VOTED: To approve the item, and to refer it to the Building Committee.

VOTED: To approve the request of Professor Sears for an appropriation of $3,000.00 for a fruit storage house, and to refer the recommendation to the Building Committee.

VOTED: To ask the Trustees to consider the advisability of employing a detective to further investigate the cause of the fire at the barn.

MINUTES OF MEETING OF COMMITTEE ON FARM AND HORTICULTURE.

Amherst House, Amherst, March 11, 1909, at 5.30 P. M.

Present: Messrs. Ellis and Howe, President Butterfield, Professors Waugh and Foord, and Treasurer Kenney.

VOTED: To request Mr. Ellis to make temporary arrangement with the State Forester for the use of not over two or three acres more on the college farm, situated to the west and south of the present nursery tract, to be used by the State Forester for a similar purpose.

VOTED: That in the matter of ventilation of the new cow stable, the Treasurer be authorized to consult with Professor Brooks and Dr. Paige, and if necessary with Professor Woodbridge, and report later to the committee.

VOTED: To authorize Professor Foord to close the milk contract with D. Whiting & Son, on approximately the present basis.

VOTED: To adopt Professor Foord's statement of farm plans for the coming season.

VOTED: That the farm superintendent should consider himself entitled to two weeks vacation during the year, the time to be arranged with the head of the division; and also that the question of judging at fairs and farmers' institute work on the part of the farm superintendent, should be left to the discretion of the head of the division of agriculture.

VOTED: That Professor Foord be authorized to purchase a team of grade Clydesdales.

MINUTES OF SPECIAL MEETING OF THE HORTICULTURE DIVISION

OF THE COMMITTEE ON FARM AND HORTICULTURE.

STATE HOUSE, BOSTON, SEPTEMBER 27, 1909.

On motion of Mr. Howe, it was unanimously

VOTED: That the small octagon, the lily room, and the west leanto of the old Durfee Range be demolished, and that the remainder of the range be retained according to the plans submitted by Prof. F. A. White.

MINUTES OF MEETING OF COMMITTEE ON FARM AND HORTICULTURE.

OFFICE OF STATE BOARD OF AGRICULTURE, BOSTON.

JANUARY 5, 1910, at 4 P. M.

PRESENT: Messrs. Ellis, Bowditch, Ellsworth, Garrett, Howe, and President Butterfield.

Plans for handling, during the coming season, some of the newly acquired land adjoining the college farm were left to Professor Foord and the Chairman.

Professor Foord presented plans for a new dairy building. On motion of Mr. Bowditch, it was

VOTED: To recommend the general plan of dairy building to the building Committee.

Professor Foord was asked to present in a general way his ideas in regard to the plans for a large teaching and laboratory building for the Division of Agriculture.

Professor Foord presented a request for an item of $4000. for additional live stock, to be placed in the legislative budget for new equipment. It was

VOTED: That $2000. be recommended.

VOTED: To dispose of the two tuberculous bulls.

President Butterfield raised the question in regard to the use of a certain amount of the barn insurance money for the construction of a piggery. On motion of Mr. Bowditch, it was

VOTED: To recommend to the Committee on Buildings and Grounds that a piggery be built if the balance will warrant it, requesting Professor Foord to submit plans for the same.

President Butterfield reported the request from State For-

ester Rane for more land for a forest nursery. It was

VOTED: That the matter be left to a committee consisting of Chairman Ellis, and Professors Foord and Sears.

President Butterfield presented a request from G. F. Newell praying for an exchange of land with the College. It was

VOTED: That it be the sense of the Committee that an exchange is inadvisable.

VOTED: That it be the sense of the Committee that the farm charge other departments market rates for team and labor.

MINUTES OF MEETING OF COMMITTEE ON FARM AND HORTICULTURE.

STATE BOARD OF AGRICULTURE ROOMS, STATE HOUSE, BOSTON.

January 5, 1911, at 11 A. M.

PRESENT: Messrs. Bowditch, Ellsworth, Frost, Gerrett, Howe, and President Butterfield.

In the absence of Mr. Ellis, Mr. Bowditch was chosen acting chairman of the committee.

Professor Foord was present and made a detailed statement of the farm for the past three years.

Professor J. A. McLean, a candidate for the professorship of animal husbandry, met with the committee and made a statement in regard to his training and career.

Professor Foord brought up for discussion various matters connected with the management of the farm, such as additional room for young stock, sheep sheds, piggery, and quarters for farm help.

VOTED: That there be no further farm expenditure on the rifle range for the present.

VOTED: That Professor Foord be authorized to expend not to exceed $100. from the surplus fire account, for small pens for swine.

VOTED: That Professor Foord be authorized to negotiate with Mr. Newell for the rental of his farm for a period of five years, with an option to purchase, and to report back to this committee.

VOTED: That the Chairman of this committee and the chairman of the committee on experiment department, act with Professors Brooks and Foord as a sub-committee to locate the land to be set apart for the poultry plant.

VOTED: To authorize Professor Foord to purchase a pure bred Jersey bull, the cost to be paid out of the special appropriation account.

F A R M C O M M I T T E E

K . L. B.

MINUTES OF THE FARM COMMITTEE

President's Office, March 10, and 11, 1916.

PRESENT: Messrs. Bowditch, Gerrett, and Mortimer.

The Committee looked over the milk room at the certified milk stable, and then went into session at Professor Foord's office.

It was

VOTED: that the Committee recommended the improvements in the milk room at the certified milk stable on the revised plan which calls for the expenditure of about $2500. Dairy Barn Improvements

Professor Foord read a letter from Mr. Fred Crane with respect to giving to the College a milking machine.

Milking Machine

It was

VOTED: to accept Mr. Crane's offer.

There was some discussion of the use of tractor on the College farm, and

It was

VOTED: to authorize Professor Foord to arrange for a tractor demonstration at the College, which should be public, and to which the farmers from all parts of the State should be invited. Tractor

It was

VOTED: to recommend to the Finance Committee an increase in the salary of Mr. Barber, as Superintendent of the farm, of $100. a year. J.J.Barber's Salary

It was

VOTED: to put in an irrigation plant on the College farm as soon as money is available for the purpose. Irrigation Plant

The vote of the Committee on Finance recommending that the College farm should raise seed potatoes and seed

corn for use in the boys' and girls' clubs was considered, and

It was

Seed Corn and Potatoes

VOTED: to accept this as a general policy of the farm.

MINUTES OF THE TRUSTEES' COMMITTEE ON FARM.

Stockbridge Hall, M.A.C., January 12, 1917, at 8:30 a.m.

PRESENT: Messrs. Bowditch, Ellis, Gerrett and President Butterfield; Professor Foord was also present.

The Committee interviewed Mr. Beaumont, who was presented by Professor Foord as the canlidate for the position of Head of the Department of Agronomy. Consideration of Mr. Beaumont.

The Committee considered various projects submitted by the Division of Agriculture for Improvements and Equipment, and action was taken on each project indicated on a report filed in the President's Office. Improvements & Equipment Projects.- Div. of Agri.

(Attached)

PROJECTS FOR NEW EQUIPMENT AND IMPROVEMENTS - 1917.

Division of Agriculture.

Number:	Department:	Purpose:	Estimated Cost:	Apportioned by Farm Committee:
I.12 -	Stockbridge Hall,	Additional Lighting,	$500.	
E.18 -	Stockbridge Hall,	Equipment,	262.	$ 262.
E.19 -	Stockbridge Hall,	Portable Shelving,	160.	160.
I. -	Stockbridge Hall,	Screens,	215.	215.
I.13 -	Farm,	Farm Fencing,	200.	200.
I.14 -	Farm,	Sheep Barns, Bull Pens and Yards,	480.	480.
I.15 -	Farm,	Young Stock Pasture,	2500.	
E.20 -	Farm,	Farm Tools,	1560.	1800.
I.16 -	Farm Management,	Footbridge across the Ravine,	1500.	1500.
E.21 -	Farm Management,	Equipment,	133.	85.
I.17 -	Animal Husbandry,	House for Farm Help,	2000.	(Moving)
I.18 -	Animal Husbandry,	Calf Barn,	1500.	~~2000~~. 1900
E.22 -	Animal Husbandry,	Purchase of 4 Jerseys and a Bull,	1200.	1200.
E.23 -	Animal Husbandry,	Purchase of Hogs,	150.	150.
E.24 -	Animal Husbandry,	Purchase of Sheep,	300.	300.
E.25 -	Animal Husbandry,	Purchase of Milking Shorthorns,	1200.	1200.
E.26 -	Animal Husbandry,	Purchase of Holstein Bull,	300.	300.

Number:	Department:	Purpose:	Estimated Cost:	Apportioned by Farm Committee:
	Agronomy,	Crop Garden,	$ 240.	$ 240.
I.19 -	Agronomy,	College Farm Drainage,	500.)	
I.20.-	Agronomy,	Irrigation Plant on College Farm,	992.)	1500.
E.27 -	Dairying,	General equipment,	322.	322.
E.28 -	Dairying,	Office equipment and furniture,	169.	125.
E.29 -	Dairying,	Safe and cash register,	325.	325.
E.30 -	Dairying,	Equipment (Overhauling ice machinery)	150.	150.
E.31 -	Dairying,	Ice Cream Equipment,	413.	100.
E.32 -	Dairying,	Cheddar Cheese,	1271.	1271.
E.33 -	Dairying,	Laundry Equipment,	1200.	
I.21 -	Poultry Husbandry,	Grading and Drainage, (Grounds proposition)	200.	200.
I.23 -	Poultry Husbandry,	Cement Dams in Ravine,	150.	150.
I.24 -	Poultry Husbandry,	Water & Sink in New Incubator Cellar,	80.	80.
E.34 -	Poultry Husbandry,	Teaching equipment (Incubators)	50.	50.
E.35 -	Poultry Husbandry,	Office equipment,	94.	94.
E.36 -	Poultry Husbandry,	Coop and Run for Pheasants,	50.	50.
E.37 -	Poultry Husbandry,	Team Work,	300.	
E.38 -	Poultry Husbandry,	Equipment for Stockbridge Hall Laboratory,	733.	733.

Number:	Department:	Purpose:	Estimated Cost:	Apportioned by Farm Committee:
I.25 -	Rural Engineering,	Telephone and Bell Extension,	$300.	$300.
I.27 -	Rural Engineering,	2 Wash Bowls for Rural Engineering Bldg.,	50.	50.
I.28 -	Rural Engineering,	Transmission line to Rural Engineering Bldg.,	750.	750.
I.29 -	Rural Engineering,	Sewer Connection to Rural Engineering Bldg.,	450.	450.
I.30 -	Rural Engineering,	2 Skylights for Rural Engineering Bldg.,	400.	400.
E.39 -	Rural Engineering,	Equipment for Forge Shop,	1500.	1500. (to new bldg.
E.40.-	Rural Engineering,	Automobile motor,	200.	200.
E.41 -	Rural Engineering,	Tools,	600.	600.
E.42 -	Rural Engineering,	Office furniture, Rural Engineering Bldg.,	100.	100.
E.43 -	Rural Engineering,	53 lockers for Rural Engineering Bldg.,	265.	265.
		Wiring for Building,	250.	250.

MINUTES OF JOINT MEETING OF TRUSTEES' COMMITTEES ON FARM AND HORTICULTURE.

Hotel Bellevue, Boston, Mass., January 3, 1918.

The meeting was called to order by Mr. Bowditch at 3:30 p.m.

PRESENT: Messrs. Bowditch, Frost, Ellis, Howe, and President Butterfield. Professors Lockwood and Chenoweth were also present.

It was

VOTED: To recommend to the Finance Committee the apportionment for the departments in the Division of Horticulture as presented in the regular budget for 1918.

Apportionment Division of Horticulture

Professor Chenoweth presented a plan developed by Professor Sears for food production in 1918, and also plans for the development of work in food conservation and preservation, and it was

Plan for production, conservation, and preservation of food 1918.

VOTED: To recommend to the Trustees that the plan proposed by Professor Sears for food production in 1918 be endorsed and that the administration of the project be delegated to the chairmen of the Committees on Farm and Horticulture and the heads of departments involved.

Food Production Plan

VOTED: To recommend to the Trustees the immediate purchase of equipment for work in food conservation and preservation in an amount not to exceed $3000.

Equipment for food conservation and preservation

VOTED: That the estimated receipts for the farm for 1918 be increased to $35,500.

Farm Receipts

VOTED: To approve the apportionments requested for 1918 by the departments of Poultry Husbandry and Dairying.

Apportionment Poult. Husb. and Dairy.

VOTED: To recommend to the Trustees that the College, through the Dairy Department, be authorized

to purchase the milk equipment of Walter D. Cowls of North Amherst, and that hereafter this department purchase milk required for laboratory use direct from producers.

Purchase of Cowls Milk Equipment

Meeting adjourned,

Ralph J. Watts, Clerk.

MINUTES OF THE MEETING OF THE TRUSTEE COMMITTEE ON FARM.

City Club, Boston, Mass., January 2, 1919.

The meeting was called to order at 12:30 P.M. by the Chairman, Mr. N. I. Bowditch.

PRESENT: Messrs. Bowditch, Ellis, Gerrett, Mortimer and Acting President Lewis; Professor Foord was also present.

Professor Foord reported on the farm operations for 1918, and on the crop plans for 1919.

Farm Operations Report

It was

VOTED: To recommend to the Trustees the ratification of the appointment of Enos J. Montague as Farm Superintendent at a salary of $1500. per year and house rent, same to take effect December 15, 1918.

E.J.Montague Appointment

It was

VOTED: To approve the following projects for improvements and equipment at the farm, these projects to be included in the Legislative Budget for 1919.

Young stock pasture	$4000.
Calf barn	1500.
Farm tools	1000.
Drainage	500.
Auto truck	3000.
Ford car	500.
Farm house near sheep barn	2500.

Budget Projects

The Committee agreed to transferring the chicken range to the area south of the athletic field if no better location can be discovered.

Chicken Area Transfer

The Committee agreed to paying Mr. Millard, the dairyman leaving the employ of the farm in November, 1918, for the two weeks' vacation due him at the end of one year's service terminating in October, 1918.

Mr. Millard Vacation Pay

VOTED: To recommend to the Trustees the establishment of the charge for interdepartment service of teams at the rate of $3.00 per day of nine hours for men, and of $1.50 per day for horses.

Charge for teams, labor, horses

VOTED: To instruct Professor Foord, on behalf of the Farm Committee, to send letters of sympathy to the families of the late John J. Barber and Maurice Calif.

J.J.Barber Maurice Calif Letters of sympathy in regard to

The meeting adjourned at 2:00 P.M.

Ralph J. Watts,

Secretary.

MINUTES OF MEETING OF THE FARM COMMITTEE

Boston City Club, January 22, 1920

The Committee met at 12:30 P. M. with the Chairman Mr. N. I. Bowditch presiding.

PRESENT: Messrs. Bowditch, Ellis, Gerrett, Richardson, Gilbert, President Butterfield, also Prof. Foord and Dr. Paige.

Poultry Plant Disease

Prof. Foord reported that the development of the "going light" disease at the Poultry Plant is becoming quite serious. He also reported that the cases of abortion in the dairy herd had become numerous and somewhat disturbing, if not alarming.

Dairy herd Disease

Dr. Paige reported his observations and activities in connection with both of these diseases. He stated that the trouble at the cattle barn was probably contagious. He also stated that it was quite impossible for his department to care properly for these diseases without additional help.

It was

Veterinary Department Additional Asst. Research Professor

VOTED: To request the Supervisor of Administration to approve the vote of the Trustees which calls for an additional assistant research professor in the Veterinary Department; the same to take effect as soon as practicable.

Milk Sales

Prof. Foord gave a full report of the problem of milk sales with special reference to a project for either reducing or eliminating the sale of milk in Boston. After considerable discussion it was

VOTED: To defer action on this matter.

It was

E.J. Montague Salary

VOTED: To pay Mr. E.J. Montague, Superintendent of the Farm, $1800. per year to begin on such date as will receive the approval of the Supervisor of Administration.

Prof. Foord presented the production chart of the farm and also the crop and fertilizer plans for 1920.

Crop and fertilizer plans

It was

VOTED: To approve the crop and fertilizer plans.

Prof. Foord reported on the very serious nature of the labor situation because of the law preventing increase of compensation between December 1 and June 1.

Labor Situation

It was

VOTED: To request the chairman of the Committee and Prof. Foord and Dr. Paige to consult with the Supervisor of Administration relative to the matter of an assistant in the Veterinary Department; and the two former with reference to the farm labor situation.

Veterinary Dept. Assistant

Labor Situation

It was

VOTED: To meet at the College on some date between May 20 and June 1, for the purpose of going over the farm.

Adjourned.

Kenyon L. Butterfield,

Clerk.

MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEES' COMMITTEE ON FARM

President's Office M.A.C., Amherst, May 28, 1920

The Committee met at 7:15 P. M. with the Chairman, Mr. Bowditch presiding.

PRESENT: Messrs. Bowditch, Gerrett, Gilbert, Richardson, and President Butterfield.

There were also present from the Division of Agriculture Professors Foord, Beaumont, Gunness, Lockwood, Montague, Payne and Rice.

The Committee considered various projects submitted for Improvements and Equipment and the following were approved:

AGRONOMY

1.	Head House for Agronomy Greenhouse	$2,650.00
2.	Equipment for Graduate Laboratory	506.00
3.	Improvement of Doorway	75.00
4.	Camera	100.00

RURAL ENGINEERING

5.	Addition to Rural Engineering Building	$25,000.00
6.	Equipment for Rural Engineering Building	2,500.00
7.	1 Thresher, 1 Grain Binder	1,000.00
8.	Farm Survey	200.00

ANIMAL HUSBANDRY

9.	Beef Cattle and Stable Equipment	$5,000.00
10.	Percheron Mare	1,000.00

Projects Improvements and Equipment

DAIRY DEPARTMENT

11.	Installing Electric Power in Elevator	$5,000.00
12.	Electric Fixtures for Dairy Offices	100.00
13.	Recording Thermometer for Sterilizer	75.00
14.	Clarifier 4000 capacity	275.00
15.	Pasteurizer	1,550.00
16.	Office Supply Equipment	150.00
17.	Miscellaneous Equipment	360.00

FARM

Projects Improvements and Equipment

18.	Auto Truck	$1,730.00
19.	House for Farm Help	6,000.00
20.	Tools	1,200.00
21.	Drainage	400.00
22.	Fencing	300.00

FARM MANAGEMENT

23.	Comptometer	300.00

The Committee considered the advisability of continuing the College dairy as a certified milk plant and it was

Certified Milk Plant

VOTED: That after September 1, 1920, the College cease producing certified milk and that after that date the milk should be used on the campus.

It was

VOTED: To authorize the President to consider the question of the College supplying suitable judges for fairs from its Faculty and Alumni, and to report on this matter to the Trustees at an early date.

Judges for Fairs

The meeting adjourned at 11:00 P.M.

Ralph J. Watts,

Secretary.

MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF THE FARM COMMITTEE

President's Office, June 21, 1920 at 8:30 A. M.

PRESENT: Messrs. Bowditch, Ellis, Gerrett, Gilbert and President Butterfield.

Professors Foord and McNutt were also present.

Professor Foord presented plans for erecting bull pens and a test cow barn in connection with the young stock barn.

Erection of Buildings

It was

VOTED: To authorize the erection of these buildings out of the Legislative appropriation for improvements for 1920, provided they can be built within the allotment of $6000.

Meeting adjourned.

Kenyon L. Butterfield.

MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF TRUSTEES' COMMITTEE ON FARM

Boston City Club, September 16, 1920

The Committee met at 4:00 P.M. with the Chairman, Mr. Bowditch, presiding.

PRESENT: Messrs. Bowdtich, Ellis, Gerrett, Gilbert and President Butterfield. Professor Foord was also present.

The committee considered projects for new buildings, improvements, and new equipment for the Division of Agriculture for which special appropriations are necessary. The following projects were approved and recommended to the Trustees.

New Buildings

House for farm superintendent $8,000

Poultry breeding and judging laboratory 8,000

Professor Foord made a statement relative to the status of the farm account for the current fiscal year. It was

VOTED: To refer this matter to the Committee on Finance for further consideration.

D. Whiting & Sons, account

VOTED: To continue to sell certified milk to D. Whiting & Sons until October 15, 1920 on condition that D. Whiting & Sons agree to settle their account in full by November 15, 1920.

Price of Milk

It was agreed that after October 15, 1920 the retail price of milk produced at the farm dairy, be 17 cents per quart to members of the college staff, and three cents above the market price to others desiring to purchase it.

It was

Certified Milk Commission

VOTED: To authorize Professor Foord to take such steps as are necessary to organize a certified milk Commission in Amherst.

VOTED: To authorize Mr. Ellis and Professor Foord to confer with the Supervisor of Administration relative to a satisfactory adjustment of wages to be allowed farm workers including the consideration of the salary of the Farm Superintendent. Adjustment of wages

VOTED: To leave to Mr. Ellis and Mr. Bowditch the consideration of the possibility of securing the loan to the college of Hereford steers belonging to Mr. Davenport of Boston. Hereford steers

VOTED: To recommend to the Trustees that no charge be made by members of the staff judging at agricultural fairs in Massachusetts, and that, their expenses be paid by the Extension Service. Agricultural Fairs, Judging

The meeting adjourned at 5:55 P.M.

Ralph J. Watts

Secretary.

MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF TRUSTEES' COMMITTEE ON FARM

Stockbridge Hall, M.A.C. Amherst, 2:30 P. M.
January 20, 1921.

PRESENT: Messrs. Bowditch, Ellis, Gerrett, Gilbert, Richardson, and President Butterfield. Prof. Foord was also present.

Professor Foord submitted the cropping plan for the farm for the season of 1921. After discussion it was

Cropping plan

VOTED: To adopt the plan as presented.

The available apportionment for the farm as indicated by the Supervisor of Administration was laid beforethe committee and a discussion ensued concerning the deficit in the farm for the past year and the possibilities for the present year. It was

Deficit

VOTED: That steps must be taken to keep the expenses of the farm within the apportionment.

It was

VOTED: To authorize Professor Salisbury in consultation with Professor Foord and the chairman of the farm committee to dispose of such stock as is of the least value to the institution in order to reduce the amount of stock necessary to feed during the present year.

Disposal of Stock

It was

VOTED: To authorize the chairman of the farm committee and Professor Foord to enter into an agreement with the Medical Milk Commission of Amherst, when organized, concerning the production of certified milk.

Certified Milk

The meeting adjourned at 4:40 P. M.

Kenyon L. Butterfield.

MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF TRUSTEES COMMITTEE ON FARM.

Boston City Club, September 15, 1921

The Committee convened at 4:45 P. M. with the Chairman, Mr. Bowditch, presiding.

PRESENT: Messrs. Bowditch, Ellis, Gerrett, and Acting President Lewis.

Heads of departments in the Division of Agriculture were present and explained the need for the various projects which they had submitted for improvements and new equipment.

Improvements and new Equipment

It was

VOTED: Not to recommend to the Trustees the approval of an item of $10,000 for a poultry breed and judging laboratory.

Poultry Breed and Judging Laboratory

Meeting adjourned at 6:30 P. M.

Ralph J. Watts,

Secretary.

C O M M I T T E E O N H O R T I C U L T U R E

K.L.B.

LIST OF COMMITTEE MEETINGS

Trustees' Committee on HORTICULTURE

Date	Place	Notices sent	Minutes	Remarks
1911 Nov. 2	State House, Boston	Oct. 27	O. K.	
1913 April 11	M. A. C., Amherst		O. K.	
May 19	Amherst House	None sent	O. K.	
June 17	M. A. C., Amherst	None sent	O. K.	
1914 Jan. 7	Hotel Bellevue, Boston	Jan. 3	O. K.	
July 16	M. A. C., Amherst	July 8	O. K.	

MINUTES OF THE COMMITTEE ON HORTICULTURE.

136 State House, Boston, at 11:15 A.M., November 2, 1911.

PRESENT: Messrs. Dewey, Frost, Howe and President Butterfield. Professor Waugh was also present.

In the absence of the Chairman of the committee, Mr. Howe was chosen Acting Chairman.

It was

VOTED: That Mr. Frost be authorized to determine the most favorable price at which a power sprayer can be obtained for the use of the college.

The committee considered certain projects for legislative appropriation, memorandum of which is attached hereto.

LEGISLATIVE PROJECTS CONSIDERED BY COMMITTEE ON

HORTICULTURE

Number	Department	Project for	Classification	Department request	Committee recommendation
8	Gen. Horticulture	Wagon and Horse	New Equipment	$ 425.	$ 425.
19	Pomology	Fruit Evaporator	New Equipment	100.	100.
20	Pomology	Fruit Sizer	New Equipment	150.	150.
21	Pomology	Power Sprayer	New Equipment	250.	600.
22	Pomology	Tools and Equipment	New Equipment	355.	355.
5	Floriculture	Skinner System of Irrigation	Gen.Improvements	110.	110.
9	Gen.Horticulture	Draining Harlow Farm	Gen. Improvements	325.	325.
				$ 1715.	$2065.

MEETING OF TRUSTEES' COMMITTEE ON HORTICULTURE.

Wilder Hall, Amherst, April 11, 1913, at 1:15.

PRESENT: Messrs. Ellsworth, Frost and Howe.

The work of the division was thoroughly inspected. The various members of the College Staff representing the division appeared before the Committee and discussed plans of work. Although much important ground was covered the meeting was entirely informal and no votes were taken.

MINUTES OF TRUSTEES' COMMITTEE ON HORTICULTURE.

Amherst House, Amherst, Mass., Midnight, May 19, 1913.

PRESENT: Messrs. Frost, Howe, Wilfrid Wheeler, and Acting-President Lewis; Treasurer Kenney was also present.

It was

VOTED: To recommend to the Trustees that the exchange of a portion of the Louisa Baker Land for the Owen Farm, as previously presented to the Trustees, be consummated at as early a date as possible.

Baker-Owen Land.

MEETING OF TRUSTEES' COMMITTEE ON HORTICULTURE.

Amherst, Mass., June 17, 1913.

PRESENT: Messrs. Frost, Wilfrid Wheeler and Howe.
Professor Waugh was also present.

Professor Waugh reported that Professor E. A. White had been offered an attractive position at Cornell University. After discussion the Committee

VOTED: To recommend to the Trustees that Professor White's salary be raised to $3,000.

Meeting adjourned.

Trustees.

MINUTES OF TRUSTEES' COMMITTEE ON HORTICULTURE.

Hotel Bellevue, Boston, January 7, 1914, at 3:15 p.m.

PRESENT: Messrs. Frost, Howe, Wilfrid Wheeler, Acting President Lewis; Professor Waugh and Treasurer Kenney were also present.

Mr. Frost read a part of an address by Mr. Moore, of the Boston Market Gardeners' Association in criticism of the market gardening department of the college. It was

VOTED: To request Professor Waugh to present to this committee a project whereby the college may render more efficient service to the market gardening industry of Massachusetts. Market Gardening Industry.

MINUTES OF MEETING OF TRUSTEES' COMMITTEE ON MAINTENANCE.

President's Office, M.A.C., July 16,1914, at 8:30 a.m.

PRESENT: Messrs. Frost, Howe, Wilfrid Wheeler, President Butterfield, also Prof. Waugh.

Professor Waugh presented a list of names suitable as possible candidates for the vacant position in Market Gardening. It was

Employment of a man in Market Gardening.

VOTED: To recommend to the Committee on Course of Study and Faculty that there be employed a man in market gardening of a high enough grade of efficiency to command a salary of approximately $3500. It was

VOTED: To recommend to the Committee on Course of Study and Faculty the consideration of the names of
Mr. T. C. Johnson,
Mr. John W. Lloyd,
Mr. H. F. Thomson.

It was

Remodeling of Stockbridge House.

VOTED: To recommend to the Committee on Buildings and Grounds that the Stockbridge House be remodeled for the department of landscape gardening.

It was

Purchase of saw mill.

VOTED: To recommend to the Committee on Buildings and Grounds that, funds permitting, there be purchased out of the appropriation for building and equipping French Hall a portable saw mill for the use of the department of forestry.

The Committee accompanied Professor Clark on a tour of inspection of the Graves forest on Mt. Toby spending about three hours in looking over the tract. After this visitation the Committee

Land on Mt. Toby.

VOTED: To recommend to the Trustees that the first item in the legislative budget for next winter shall be a request for $30,000 for the purchase of Mt. Toby for the use of the forestry department.

It was

VOTED: That the Committee hold an informal meeting the afternoon of Thursday, July 23rd, for the purpose of discussing with heads of departments in the Horticultural division certain work connected with the department.

MINUTES OF TRUSTEES' COMMITTEE ON HORTICULTURE.

President's Office, May 26,1916, at 8:20 a.m.

PRESENT: Mr. Frost and the President were the only members of the Committee present; there were also present Professors Waugh, H.F.Tompson, Clark, and A.S.Thomson.

The principal topics for discussion were plans for handling the Mount Toby demonstration forest and for properly celebrating its acquisition; also steps to be taken in connection with the bill providing for a market garden station.

Mount Toby Forest.

It was agreed that Professor Clark should submit to the Committee as soon as may be convenient copies of a definite project for the handling and development of the forest, together with estimates of cost.

It was agreed also that the Department of Forestry should invite the student bodies of the colleges in the neighborhood to a Mountain Day some time early in the autumn, as part of the program for celebrating the acquisition of the Mount Toby forest. It was understood also that the citizens of Amherst and of the towns surrounding Mount Toby were also to be invited, that a picnic lunch would be held, and that an appropriate speaker should be engaged.

Market Garden Station.

With reference to the Market Garden Station it was agreed that until the legislature adjourns it will not be possible to tell just what form legislation will take, and the whole matter was left in abeyance with the suggestion that it be brought up at the Commencement meeting of the Trustees.

Meeting adjourned.

Indexed

MINUTES OF MEETING OF TRUSTEES' COMMITTEE ON HORTICULTURE.

Room 136 State House, Boston, July 10,1917, at 3:30 p.m.

PRESENT: Messrs. Frost, Wilfrid Wheeler; Treasurer Kenney and Professor H. F. Tompson were also present.

The plans and specifications for the service building at the market garden field station were inspected and approved.

Plans and Specifications for service building at Market Garden Field Station.

Meeting adjourned.

Indexed

MINUTES OF MEETING OF TRUSTEES' COMMITTEE ON HORTICULTURE.

French Hall, M.A.C., Amherst, January 30, 1918.

PRESENT: Messrs. Frost and Howe, and Professor Waugh; Professor W.D.Clark was also present.

An extended discussion was given to questions of economy, the Committee going over in detail the report prepared by Professor Waugh for President Butterfield and the Finance Committee. While no vote was taken on this point the committee gave hearty support to the steps already taken in the division of Horticulture.

Report on Questions of Economy by Prof. Waugh

Professor Waugh brought before the Committee a proposition to close the Durfee Plant House as a measure of war times economy. After considerable discussion the Committee unanimously

Closing of Durfee Plant House

VOTED: Not to approve this measure.

Professor W. D. Clark joined the Committee and an extended discussion was given to the matters of operation connected with the Mount Toby Forest. It was felt that every effort should be made to cut as much fuel wood as possible on the reservation this winter and for the coming summer. It was finally,

Cutting and Sale of Fuel Wood on Mt. Toby

VOTED: To leave the question of the sale of this fuel wood to Professor Waugh, Acting Head of the Department of Forestry, in consultation with President Butterfield and Treasurer Kenney.

Meeting adjourned.

MASSACHUSETTS AGRICULTURAL COLLEGE.

MINUTES OF THE MEETING OF THE TRUSTEES' COMMITTEE ON HORTICULTURE.

City Club, Boston, Mass., July 18, 1919,

at 10 A.M.

PRESENT: Mr.Frost and President Butterfield. Professor Sears, Professor Chenoweth and Architect Ritchie were also present.

Professor Chenoweth outlined the pressing need of a Horticultural Manufactures building. After discussion, it was agreed that the entire project should be placed before the Trustees' Committee on Buildings and Arrangement of Grounds. It was

Horticultural Manufactures Bldg.

VOTED: To meet at the college, Friday, August 1, 1919.

The meeting adjourned.

Kenyon L. Butterfield,

Clerk.

MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF THE MEETING OF THE TRUSTEE COMMITTEE ON HORTICULTURE.

Wilder Hall, Amherst, October 2, 1919.

The Committee convened at 8:30 A. M. in Professor Waugh's office. Mr. Frost was the only member of the Committee present.

Projects for additions and improvements for the year were considered in considerable detail. In the afternoon the Committee met with President Butterfield and the consideration of the projects was renewed.

Additions & Improvement Projects

It was the opinion of the Committee that the Pomology Department should renew its request for fencing the fruit plantations.

Fruit Plantations Fencing

Professor Waugh was directed to study the building projects of various sorts, especially those relating to a central horticulture building, to a manufacturing plant for the department of Horticultural Manufactures, to an extension of the green houses for the departments of Floriculture and Vegetable Gardening, including a heating plant for the manufacturing building and green houses; it was further suggested that a study of the Horticultural Service group for the Hill site might be included; these studies to be brought into form for consideration by the Board of Trustees at the January, 1920 meeting.

Building Projects

F. A. Waugh,
Clerk.

MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEES' COMMITTEE ON HORTICULTURE

Wilder Hall, M.A.C., Amherst, May 26, 1920.

The Committee met at 8:20 P. M. with the Chairman, Mr. Frost, presiding.

PRESENT: Messrs. Frost, Gilbert, Preston, and President Butterfield.

Professors Waugh, Sears, Clark, Dacy and Thayer were also present.

Professor Waugh presented a formal report on the building needs of the Division of Horticulture. This report was considered in detail and discussed at length.

It was

VOTED: That the Chairman of the Committee and Dr. Gilbert, after consulting with Prof. H. F. Tompson, consult with the Supervisor of Administration as to the advisability of utilizing the existing appropriation for the administration building at the Market Garden Field Station for the construction of such proportion of this building as the funds will provide, with the understanding that the Legislature will be asked to make an additional appropriation sufficient to complete the building in accordance with the requirements therefor.

Market Garden Field Station Administration Building

On motion of Dr. Gilbert it was

VOTED: To approve and recommend to the Trustees the building program for the Division of Horticulture as presented on this date by Professor Waugh, and to emphasize the necessity of immediate construction of the proposed building for Horticultural Manufactures and Pomology.

Horticultural Manufactures

Pomology Building for Use of

It was

VOTED: To recommend to the Trustees that items for the following new positions in the Division of Horticulture be incorporated in the Legislative budget for 1921.

Assistant Professor of Horticulture (Short Courses)
Research Assistant Professor of Horticultural Manufactures
Research Assistant Professor of Pomology.
Instructor in Horticultural Manufactures
Instructor in Landscape Gardening.

New Positions

The meeting adjourned at 10:10 P. M.

May 27, the Committee inspected the Mount Toby forest and

VOTED: That the Professor of Forestry should hold the wood on Mount Toby from the market for the present as a reserve fuel supply for the College.

Mount Toby Wood supply

VOTED: To request the chairman of the Committee and Dr. Gilbert to present to the proper authorities the matter of erecting a steel tower on Mount Toby.

Steel Tower Mount Toby

VOTED: To request the chairman of the Committee and Dr. Gilbert to discuss with the proper authorities a method by which the income from Mount Toby may be retained by the College in order that there may be a scientific accounting of the cost and income of the forest as a demonstration forest.

Mount Toby Demonstration Forest

Ralph J. Watts,

Secretary.

MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF TRUSTEES' COMMITTEE ON HORTICULTURE

Boston City Club, September 16, 1920

An informal meeting of the Committee was held at 9:20 A.M.

PRESENT: Dr.Gilbert and President Butterfield.
Professor Waugh was also present.

Consideration was given to projects for new buildings, improvements and equipment for the Division of Horticulture.

Buildings, Improvements, and Equipment

The requests for funds for current expenses for the various departments in the Division of Horticulture for 1921 were submitted.

The projects and other schedules were approved as presented.

The question of erecting a steel tower on Mount Toby was discussed and it was agreed that if the State Forestry Department will maintain a watchman, the College should endeavor to erect the tower.

Tower on Mount Toby

The meeting adjourned at 10:10 A.M.

Ralph J. Watts

Secretary.

M A R K E T G A R D E N F I E L D S T A T I O N

K.L.B.

MINUTES OF MEETING OF SPECIAL TRUSTEE COMMITTEE ON MARKET GARDENING STATION.

City Club, Boston, Mass., Afternoon of October 24, 1916.

PRESENT: Messrs. Howe, Preston, Frost and Wilfrid Wheeler; also President Butterfield and Professor H.F.Tompson.

Professor Tompson presented memoranda giving in a very thorough manner data concerning different parcels of land that have been considered. The following was a list brought in for final consideration:

Location:	Name of Property:	Area:	Distance from Boston:	Price Asked:
1.Watertown-Waltham,	J.W.Stone's	8¾ acres approx.	8 miles.	$8000.00 for tract.
2.Belmont,	Varnum Frost (Arthur Taylor owner)	6½ acres approx.	6½ miles.	$12000.00 incl.house barn & 3 old green-houses.
3.Arlington,	Pierce,	2 tracts sep. by right of way, each approx. 5½ acres.	10 miles	$1300 per acre.
4.Lexington,	Johnson,	8-15 acres.	14 miles.	$1000.per acre.
5.No.Lexington,	McPhee.	8 acres.	12 miles.	$400.per a.
6. Concord,	Shown by Frank Wheeler,	9-15 acres.	20 miles.	$250.per a.

It was

VOTED: To eliminate Number 4.

VOTED: To eliminate Number 1.

VOTED: To eliminate Number 3.

After prolonged discussion, it was

VOTED: That, in the opinion of the majority of the Committee the McPhee land, Number 5, including an area of not less than ten nor more than twelve acres, is the most desirable, everything considered; Professor Tompson was asked to state this opinion to the Executive Committee of the Boston Market Gardeners' Association; final decision of the Trustees' Committee being reserved until a subsequent meeting.

Report of the Joint Meeting of the Committees of the Trustees and Faculty and Market Gardeners' Association, held at Concord, October 14th, at the Colonial Inn

The following men were present:

Of the trustees --

Harold Frost
C.H.Preston
Wilfrid Wheeler
Elmer D. Howe

Of the faculty --

Prof. Hurd
Prof. Waugh
Dr. Butterfield
Dr. Brooks
Mr. Kenney
Prof. Tompson

Of the Market Gardeners' Association --

M. Ernest Moore,
James P. Nsty
Henry H. Howard
Frank Wheeler
Albert H. Burnham
J. Winthrop Stone
Harry F. Arnold

President Butterfield called the meeting to order at 2.15 and requested Professor Tompson to state the subjects to be discussed at the meeting, and to name over the tracts of land available with the necessary data concerning them. Attention was called to the following properties with the details as given below:

First, property of J. Winthrop Stone, located on the Watertown-Waltham line on the main road from Boston. Soil rather heavy; land been worked for market gardening for three years; area offered for sale approximately eight and one-half acres; price $8,000; distance from Boston twelve miles; trolley service one hour from Harvard Square, fare ten cents from Boston; trolley service every fifteen minutes.

Second, property known as Varnum Frost property located in Belmont, now owned by George Taylor. Area is approximately six and three-quarters acres, with frontage on Lake Street; exposure to the south with gentle slope; one minute's walk from Pleasant Street, which runs between Arlington Centre and Belmont Centre; fifteen minutes' walk from the Belmont trolley and from the Massachusetts Avenue trolley. Pleasant Street is the main traveled automobile highway; nearest steam railway connection at Belmont, fifteen minutes' walk distant; location is six and one-half miles from Boston; trolley service every five minutes from Massachusetts Avenue, every fifteen minutes Belmont Centre. Farm has been used for a market garden for the last fifty years, but has been sadly neglected and gone to weeds during the last three or four years; soil is ideal for market gardening; it is encumbered with old buildings which would require considerable expenditure to put in shape; price including house, barn, three old greenhouses, and some sheds, $12,000 - $8,000 cash, $4,000 on mortgage.

Third, the Pierce property, located near Massachusetts Avenue, halfway between Arlington Centre and Arlington Heights, fronting on Forest Street, and the boulevard known as Summer Street extension; divided into two parcels, each of about five and one-half acres in extent; land is somewhat rolling, sloping a little to the West; about two minutes' walk from the main highway, with five minutes service on the trolley, thirty-five minutes distant from Park Street, Boston, approximately eight miles. Ground has been used as a market garden for the past thirty years. The soil is medium loam, somewhat gravelly in spots; the price $1300 per acre.

Fourth, the Johnson property, on East Street, Lexington. Area from eight to ten acres as desired; exposure, land absolutely level; distance from Lexington Centre about one mile; same distance from trolley; distance from Boston, approximately fourteen miles; trolley service to Lexington Centre every half hour; land has been in sod for some years; soil is a medium loam, very low, needs some draining, free from all stone, splendid to work, location rather cold; price of land $1,000 per acre.

Fifth, the McPhee property, located in North Lexington, west of the steam railroad, and about four minutes'walk from the North Lexington station; area from nine to fifteen acres, as desired; land is level for about five acres and then slopes gently to the south to a lower level; lowland needs some ditching; distance from the main highway is about one-quarter of a mile; trolley service every half hour from Harvard Square; fare

eleven cents; time required from Park Street, Boston, approximately one hour; distance from Boston about fourteen miles; land has been used for the production of hay for some years; soil is a sandy to medium loam, sloping to a heavier loam on the lower level; price $500 per acre.

Sixth, the Concord property owned by Mr. Frank Wheeler, located south of Concord Centre and west of the main highway between Lexington and Concord; area eight to fifteen acres as desired; exposure from nearly level to a slight grade to the south and southwest; distance from the main highway about one-quarter of a mile; nearest trolley from one-half to three-quarters of a mile; time from Boston about two hours on the trolley; good steam railway connections on the Fitchburg division, and two other divisions of the Boston and Maine; railroad station approximately one mile from the proposed location; distance from Boston about twenty miles; trolley service once an hour; fare twenty-three cents; good railroad facilities, fare forty-one cents. Farm has been in sod; soil sandy to a silt loam, similar to most Concord soil; price $250 per acre.

Professor Tompson also presented a score card which he considered valuable in assisting the comparison of the various types for the purposes in question. This was entitled, The Influencing Factors in Determining the Location of the Market Garden Field Station

(a) Unalterable factors

1. Location

Nearness to the Centre - Boston
Nearness to the main highway
Nearness to adequate transportation facilities
Nearness to a freight station

Forty per cent for Location

2. Site

Lay of the land
Character of the soil
Variety of the soil - upland and lowland
Suitable greenhouse site

Forty per cent for Site

(b) Alterable factors

1. Condition of the soil

Cost of putting in shape to give results
Time required

Fifteen per cent

2. Drainage

Five per cent

Some discussion of this score card followed with objections by Secretary Wilfrid Wheeler. General discussion followed by Trustee Frost and Secretary Wilfrid Wheeler about methods of getting at the question. Mr. M. Ernest Moore asked how long the appropriation would be available. He spoke for the Varnum Frost property, mentioning the following facts: The soil is very satisfactory for the purposes in question; variety of soil is good; the land has been used for market gardening for years; location is central, easily accessible, and there are three old greenhouses on the property which might be used for the present.

Mr. Harry F. Arnold, president of the Market Gardeners'

Association followed. He stated that Mr. Stone's property in Watertown - Waltham, did not have the right kind of soil for the purpose, it is too heavy, but the location is very good. He believes that the Frost property is what might be called a second-hand proposition, with altogether too many old buildings and old greenhouses which would never be very satisfactory for the work proposed. The location is good. He believes that the McPhee property of North Lexington is as good a proposition as we have as a second-hand proposition. Mr. Arnold believes that the Concord land is right in type and very suitable for use. He would place his vote between the Varnum Frost property of Belmont and the Concord property.

Mr. Howard voted for the Varnum Frost property first; the Stone property, Watertown, second; Pierce property of Arlington third.

Mr. Esty followed with preference given to the Varnum Frost property of Belmont, if sufficient money was available to obtain this; second choice the McPhee property, North Lexington; third choice Concord.

Mr. Frank Wheeler then gave his opinion as almost identical with that of Mr. Arnold, stating that if the appropriation was sufficient he would vote first for the Varnum Frost property, although he thought the buildings were of very little value, and after some discussion this phase of the objection was considerably emphasized to the extent that Mr. Wheeler believed that the buildings were a distinct detriment to the property. His second choice would be Concord.

Mr. Stone refused to give an opinion because of his interest in the land in question.

Mr. Burnham's first choice was the Frost property of Belmont, with Stone's second and Concord third.

Professor Tompson stated that he would vote first for the Frost property and second for the McPhee property, but that he believed that the ideal location would be on some of Mr. Wyman's land on Lake Street, particularly the section known as the Estate.

Considerable general discussion followed with the request from President Butterfield that the party visit the McPhee property on the return trip, which was done.

Mr. Arnold emphasized the damage done to the Frost property by the lack of care given it during the past few years, and stated that he thought that the increased cost of caring for the property due to the weed seed allowed to accumulate would be at least $1000 per year for ten years. Some discussion followed.

Mr. Wilfrid Wheeler asked what it would cost to put the buildings in shape to use, referring particularly to the greenhouses, and Mr. Moore replied that he thought it would require at least $2000.

President Butterfield called for a vote of the faculty members present on the first and second choices for the Field Station.

Professor Waugh stated that as far as he could see the Varnum Frost property was all a fraud. He did not see anything in it all for our purposes. He placed Concord first because of price and quality of the land and the McPhee property second.

Professor Hurd voted for the Varnum Frost property as number one choice, Concord property second; and Mr. Kenney believed that the Varnum Frost property was first choice and Johnson Brothers of North Lexington, second.

Dr. Brooks voted for Concord only.

The meeting adjourned at 3.45 p.m.

H. F. Tompson,

Clerk, pro tem.

MINUTES OF MEETING OF SPECIAL COMMITTEE

To consider the question of sewers on the College Estate, and the connection of the same with the Town of Amherst.

The committee met at the Amherst House the evening of December 20, 1910, and discussed the problem in a general way. There were present the Chairman Mr. M. F. Dickinson, Mr. William Wheeler, the President and the Treasurer of the College.

The next morning the committee met by appointment the selectmen of the Town of Amherst. The general proposition advanced by the committee was that the town should plan its system of sewage disposal, and that the College should cooperate so far as may be necessary in order to secure the greatest efficiency for both the town and the College, but without raising unnecessary questions before the Legislature.

It was eventually agreed that the selectmen should seek the continued services of Mr. Johnson of Boston, formerly engineer of the State Board of Health, in determining the best plan for sewage disposal in that part of the town adjacent to the college property, and that Mr. Wheeler for the Trustees would confer with Mr. Johnson in regard to a preliminary plan for such cooperation as seems desirable.

The committee adjourned subject to the call of the Chairman.

Endorsed

MINUTES OF MEETING OF SPECIAL COMMITTEE ON MARKET GARDEN STATION.

Hotel Bellevue, Boston, Thursday, Nov.9,1916,at 9 a.m.

PRESENT: Messrs. Frost, Howe and Preston. Also President Butterfield, Treasurer Kenney,and Professor H.F.Tompson.

Professor Tompson reported that the Executive Committee of the Boston Market Gardeners' Association had voted unanimously in favor of the purchase by the Trustees of 12 acres of the McPhee property at Lexington.

It was

Purchase of McPhee Property

VOTED: To purchase 12 acres of the McPhee property at Lexington.

It was

VOTED: To authorize the Treasurer to take steps to complete the purchase.

It was

Use of money from appropriation

VOTED: To authorize Professor Tompson to use as much money as may be required from the existing appropriation in order to get the new land into condition for next year, for the purchase of such equipment as is necessary for early use of the land, and for the purpose of renting necessary temporary storage for implements,etc.

It was

Appropriation for 1918

VOTED: To authorize the introduction of a special bill into the Legislature, calling for an appropriation of $25,000. for buildings and equipment for the Market Garden Station in accordance with the schedule submitted by Professor Tompson, and an additional appropriation of $10,000. for the maintenance of the Station, this amount to be specified as available up to December 1,1918.

It was

Plans and estimates on bldgs.

VOTED: To authorize the Treasurer to procure plans, specifications, and estimates on the buildings called for in the Market Garden Station schedule.

A proposed plan of administrative organization

Administrative Organization

was discussed, on the basis of a prepared memorandum.

It was

VOTED: To leave further discussion of this topic to a subsequent meeting.

MINUTES OF THE COMMITTEE ON THE MARKET GARDEN FIELD STATION

Bellevue Hotel, Boston, Mass., January 22, 1917.

PRESENT: Messrs. Preston, Frost, and Butterfield. Professors Brooks and Tompson were also present.

Professor Tompson submitted revised plans for the administration building of the Station and reported that Mr. Ritchie had not yet secured estimates on the building. Professor Tompson also reported that estimates on greenhouses were somewhat above the amount fixed for such expenditure, but he thought that if the College made its own purchases of material and erected the greenhouses, the amount required above the original apportionment would not be greatly exceeded.

Administrative Organization of Field Station

There was some discussion of the best form of administrative organization for the Field Station, but no action was taken.

Indexed

MINUTES OF MEETING OF TRUSTEES' COMMITTEE ON MARKET GARDEN FIELD STATION.

Hotel Bellevue, Boston, April 13, 1917, at 11:00 a.m.

PRESENT: Messrs. Preston, Frost, Howe, President Butterfield, Director Brooks and Professor Harold F. Tompson.

Mr. Preston was chosen Chairman.

It was

VOTED: That the details of building plans for the market garden field station be referred to the Committee on Buildings and Grounds. Building Plans.

Professor H.F.Tompson reported on the winter work which had been conducted at the field station, on plans for spring and summer work, on the financial status of the station, and on building plans and estimates.

President Butterfield presented a plan of administrative organization of the field station, and in executive session it was

VOTED: To recommend to the Trustees the adoption of the following plan:

THE MARKET GARDEN FIELD STATION Administration

Plan of Administration.

The following recommendations represent the majority opinion of those members of the College staff who have been considering the matter of the best form of administrative organization for this piece of work.

1. This enterprise shall be known as the Market Garden Field Station of the Massachusetts Agricultural College.

2. The Station is to be considered an integral part of the College Department of Market Gardening and under the general management of the Head of that Department.

3. The immediate supervision of the Station shall be in the hands of a Field Superintendent to be elected by the Trustees. He will be in charge and will live close by. Other employees may be added as necessary, the appointments of these being made in the usual way.

4. It is recommended that Professor H.F.Tompson be elected Field Superintendent.

5. All the work taken up at the Field Station should be on the basis of written projects duly approved, in accordance with existing project methods, by those members of the staff of the institution who are concerned.

6. All maintenance funds should be apportioned by the Trustees on the basis of approved projects.

7. Ordinarily, estimates will come from the Field Superintendent, approved by the administrative officers concerned, for equipment, salaries, maintenance, etc. The Treasurer shall have a separate fund and a separate account for the Field Station. Bills will be paid in accordance with the general plan of business organization.

8. In all respects, the Field Superintendent should follow the general College rules and methods in taking up work, in securing the approval of the Department Head, the Division Head, etc. General speaking, in demonstration work and other forms of extension work, projects should be approved by the Director of the Extension Service. In tests and in research or experimental work to be done at the Station, projects should be approved by the Director of the Experiment Station. The Head of the Department will naturally correlate the various activities of the Station through the appropriate administrative officers of the College. The Director of the Experiment Station will be responsible for correlating in the usual way the services of various departments of the institution that may need to cooperate in problems connected with the work of the Station.

9. It is desirable to organize an Advisory Committee made up of members of the Boston Market Gardeners' Association and possibly some other members of the staff than those immediately connected with the Department of Market Gardening.

10. The Trustees' Committee on Horticulture should be designated as the Trustees' Committee in charge of the Market Garden Field Station.

Meeting adjourned.

MINUTES OF SPECIAL TRUSTEE COMMITTEE

Appointed by the Trustees April 27, 1918 to investigate the advisability of repairing the Hasbrouck House, and also the purchase of land owned by Nelson E. Angus.

Stockbridge Hall, April 27, 1918 at 12:30 p. m.

PRESENT: Messrs. Gleason, Bowditch, Gerrett, and Kenney.

Mr. Gleason was appointed Chairman, and

Mr. Kenney Secretary.

After discussion, it was

VOTED: To repair the Hasbrouck house to the amount of $450.00.

In regard to the Angus proposition, it was

VOTED: That we make an offer of $350.00 a year and taxes for the use of the land for one year with a renewal for five years. Purchase price to be determined later. The owner to carry the insurance.

Adjourned.

Fred C. Kenney,

Treasurer.

MINUTES

TRUSTEES COMMITTEE

on

COURSE of STUDY and FACULTY.

1906-1915

~~December 24, 1906.~~

COMMITTEE ON COURSE OF STUDY AND FACULTY.

BOSTON, DECEMBER 19, 1906.

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VOTED: To recommend to the Trustees the appointment of a special Committee, consisting of President Carroll D. Wright, Secretary George H. Martin, and President Kenyon L. Butterfield, with power to consider and act upon all matters that may arise in connection with carrying out the provisions of Section 7 of the act providing for a permanent Commission on Industrial Education. This Section covers the matter of Normal Department at the College.

VOTED: To recommend to the Trustees that, (a) the successor to Mr. Maurice A. Blake be given the position of "General Superintendent and Instructor in Market Gardening", at a salary not to exceed $1200. per year; (b) there be established a full Professorship of Pomology, carrying a salary not to exceed $2500. per year, the same to be filled when an appropriation is made, sufficient to provide for it. This Professorship will be an integral part of the Department of Horticulture and Landscape-Gardening.

VOTED: To accept the resignation of Mr. Francis Canning as Instructor in Floriculture, the same to take effect approximately April 1, 1907.

VOTED: That President Butterfield and Professor Waugh be given power to present suitable candidate or candidates for the position.

VOTED: To recommend to the Trustees that, after July 1, 1907, the compensation of the President of the College shall be $4,000. per year and house; provided, that, if he resides in the village, he shall have an allowance of $500. per year in addition to the salary of $4,000., in lieu of house and of maintenance of horse and carriage.

MINUTES OF MEETING OF COMMITTEE ON COURSE OF STUDY AND FACULTY

Boston, December 31, 1906.

VOTED: To elect to position of "General Superintendent and Instructor in Market Gardening", in the Division of Horticulture, Mr. Harold F. Thompson, a graduate of the College in 1905, at a salary of $1200. per year, salary and services to begin as soon as Mr. Thompson may present himself.

MINUTES OF MEETING OF THE COMMITTEE ON COURSE OF STUDY AND FACULTY.

Exchange Club, Boston, February 13, 1907.

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PRESENT: Messrs. William Wheeler, M. F. Dickinson, W. H. Bowker, G. H. Martin, C. D. Wright, E. D. Howe, and President Butterfield.

Committee met Prof. E. A. White, of Storrs, Conn., who was recommended by President Butterfield for the position of Assistant Professor of Floriculture, and Prof. White was elected to this position, at a salary of $1800. per year, the term of service to begin not later than July 1st, and a portion of the salary, $200. to $300. - the precise amount to be determined later, - to be drawn from the Experiment Station fund for services to be performed as Floriculturist of the Experiment Station.

The Committee formally approved the recommendation of the Faculty relative to some changes in entrance requirements and studies of the Junior year.

President Butterfield presented the name of Mr. Fred C. Kenney, of the Agricultural College, Michigan, as candidate for Treasurer, and it was voted that Mr. Kenney be asked to come on and meet the Committees on Course of Study and Faculty, and Finance, and agreed to pay Mr. Kenney's expenses up to an amount not exceeding $50.

The request of Prof. Ostrander to do some teaching at Amherst College during the remainder of the year was approved.

VOTED: That arrangements should be made for holding a summer school at the College the coming summer, in connection with the work of the new Normal Department, provided satisfactory arrangements for administration of the school can be made.

Joint Meeting of the

COMMITTEE on FINANCE and COURSE of STUDY and FACULTY

Office of State Board of Agriculture, Boston,

Wednesday, March 20, 1907.

Present: Messrs. Gleason, Pollard, Preston, Demond, Wheeler, Bowker, Dickinson and Butterfield.

VOTED: To elect Mr. F. C. Kenney, Agricultural College, Michigan, to the position of Treasurer of the College, to take effect July 1, at a salary of $1800. per year; the apportionament of salary between the College and Station to be fixed by the Finance Committee.

VOTED: That Mr. Kenney's letter, explaining terms under which he would accept be filed as a part of the minutes of the meeting.

VOTED: That the Auditor of the Trustees be authorized to employ such expert assistance as he may need in auditing the college and station accounts, prior to the transfer of the books to Mr. Kenney's care.

MEETING OF COMMITTEE ON COURSE OF STUDY AND FACULTY

Exchange Club, Boston, March 20, 1907.

PRESENT: Messrs. Wheeler, Bowker, Dickinson and Butterfield.

VOTED: To approve the arrangement made by President Butterfield, and Prof. Waugh, with Mr. C. A. Bishop, by which he acts as instructor in Floriculture from March 5 until Prof. White arrives, sometime in June, at a salary of $100. per month, with nominal allowances for travelling expenses.

MINUTES OF MEETING OF COMMITTEE ON COURSE OF STUDY AND FACULTY.

Exchange Club, Boston, Thursday, May 9, 1907.

Present: Messrs. Wheeler, Bowker, Howe, Martin, Wright and Butterfield.

VOTED: To recommend to the Trustees a special meeting of the Trustees, to be held in Boston, June 7, 1907.

President Butterfield presented the request of Mr. Haskell, made through Prof. Brooks, for leave of absence without pay during the next College year, for the purpose of taking graduate study in another institution. It was voted to recommend to the Trustees that the leave of absence be granted under the condition mentioned.

The resignation of Mr. J. A. Goessmann, Professor of Chemistry, was received, and it was voted to recommend to the Trustees that the resignation be accepted.

The President was authorized to request that Prof. F. C. Sears of Nova Scotia, who was recommended by Prof. Waugh to the President, for Professor of Pomology, should be asked to make a visit to the State for the purpose of interviewing the Committee.

VOTED: To authorize the employment of Mr. George H. Chapman, of the present Senior Class, as assistant in the Department of Chemistry, at a salary of $50. per month for the first six months.

VOTED: To recommend to the Trustees the election of Prof. W. R. Hart, of the Nebraska Normal School, Peru, Nebraska, as Professor of Agricultural Education, at a salary of $2,000. per year, to take effect July 1, 1907.

Meeting of Committee on Course of Study and Faculty,

Boston, June 6, 1907.

The Committee voted to present the following recommendations to the Trustees:

1. That in the Department of Chemistry there shall be created two new assistantships, one carrying a salary of approximately $600 and the other $800 for the next college year.

2. That there be created a Division of Horticulture, which shall include the Department of Landscape Gardening, the Department of Pomology, the Department of Floriculture, and such other departments as may from time to time be created by the Trustees.

3. That Prof. Waugh be made Professor of General Horticulture, in full charge of the Division of Horticulture, and that he shall also act as Professor of Landscape Gardening, in charge of that Department.

4. That the title of the Instructor in Drawing be changed to that of Assistant in Landscape Gardening, and that Mr. Frank M. Gracey be elected to the position of Assistant in Landscape Gardening at a salary of $900 for the ensuing year.

5. That Prof. F. C. Sears, of Nova Scotia, be elected to the position of Professor of Pomology, at a salary of $2,000 per year, the same to take effect July 1, 1907, or on Prof. Sear's assumption of the duties of the position.

6. That the honorary degree of Doctor of Philosophy be conferred upon Charles P. Lounsbury, a graduate of the College of the Class of 1894, now of Cape Town, South Africa; provided, the proposal meets the approval of the Faculty of the College.

7. That the Trustees authorize the President of the College in cases of emergency to engage assistants for teaching in the College or for scientific work in the Station for positions already established by the Trustees, such engagements to be confirmed by the proper committees. The President is furthermore authorized under the same conditions to establish the rate of pay for these assistants; provided that this arrangement shall apply only to positions involving a salary of $1000 a year or less.

8. That in case of salaried clerical help, secretaries, etc., Heads of Departments with the President's approval shall be authorized to fill existing positions at a salary not exceeding a certain maximum to be fixed by the Trustees.

9. That no new salaried positions in the institution shall be created without the express vote of the Trustees.

10. That, beginning with next college year, the title of Mr. George N. Holcomb be "Assistant Professor of Political Science".

11. That the Trustees authorize the Committee to employ a Director of Short Courses at a salary not to exceed $2500 a year, who shall also be instructor in Agriculture during the ensuing year.

12. That the following changes in the salary pay roll be recommended:

		Pres. sal.
Dr. Charles Wellington	$2500	$2000
Dr. George E. Stone	2600	2500
Dr. H. T. Fernald	2600	2500
Prof. F. A. Waugh	2750	2500
Prof. P. B. Hasbrouck	2000	1900
Prof. S. F. Howard	1400	1300
Prof. C. E. Gordon	1100	1000
Prof. Robert W. Neal	1400	1300
Mr. A. Vincent Osmun	1300 #	1000
Mr. E. H. Forristall	1000 X	900

Made assistant Professor of Botany.
X Already voted.

MINUTES OF MEETING OF COMMITTEE ON COURSE OF STUDY AND FACULTY.

Exchange Club, Boston, Monday, Aug. 26, 1907.

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PRESENT: Messrs. Wheeler, Dickinson, Howe, Wright and Butterfield.

The resignation of F. S. Cooley as Assistant Professor of Agriculture was accepted.

The appointment of Mr. E. G. Bartlett as Instructor in Botany, at a salary of $600. a year, was approved.

The appointment of the following men as instructors in Chemistry, each at a salary of $660. for the current year, was also approved:- William M. Thornton, Jr., Arthur D. Holmes, and C. E. Fowler.

Dean Mills was authorized to visit Princeton University for the purpose of studying the tutorial system.

The allowance of $100. for the payment of salary of leader for the College Band was authorized.

VOTED: To recommend to the Trustees that they authorize the President to formally accept resignations in his discretion.

VOTED: That the name of the Department of Chemistry in the College hereafter be "The Department of General and Agricultural Chemistry, and that Dr. Wellington's title be "Professor of General and Agricultural Chemistry."

President Butterfield presented the request of Prof. Ostrander for added instruction in Mathematics. The matter was left with the President to arrange for such instruction as may be needed during the first semester, at an expense not to exceed $250. for the semester.

President Butterfield was authorized to attend the meeting of the American Association of Farmers' Institute Workers in Washington, the last of October, at the expense of the College.

The matter of cooperation with the State Normal School at North Adams, with respect to the employment of an Instructor in Elementary Agriculture, was left to a special Committee consisting of President Wright, Secretary Martin and President Butterfield, with power.

Prof. James A. Foord was elected Associate Professor of Agronomy, for the ensuing year only, at a salary of $2250. for the year, with an allowance of $50. for the expense of moving.

VOTED: That Mr. R. L. Gribben be employed as Instructor in Animal Husbandry, for the ensuing year only, at a salary of $1200. for the year.

MEETING OF COMMITTEE ON COURSE OF STUDY AND FACULTY

Exchange Club, Boston, 12.30 P. M., December 14, 1907.

PRESENT: Messrs. Wheeler, Bowker, Howe, Wright, and Butterfield.

VOTED: To recommend to the Trustees that the catalog part of the annual report be omitted from the forthcoming report, and, in lieu thereof, the report contain the anniversary papers read at the Conference on Rural Progress, the outline of the plan of requisitions and apportionment adopted by the Finance Committee, and some other similar material.

President Butterfield asked if there was any objection to making the reception by the Trustees and the President at Commencement time an informal reception, and placing it in the afternoon, instead of the evening of Tuesday. There was no objection.

President Butterfield presented a request from various members of the Faculty urging the desirability of excursions for the students for the purposes of studying herds of cattle, green houses, market gardens, etc., and requesting that an arrangement be made by which the College would pay at least part of the expenses of students for such trips. No vote was taken, but it seemed to be the opinion of the Committee that, for the present at least, it was not wise to adopt such a policy.

President Butterfield asked whether the Committee desired to adopt a policy with respect to a regular system of leaves of absence for members of the Faculty. The Committee regarded it as undesirable to formulate such a policy for the present, preferring that individual cases should come before the Committee and be considered on their merits.

VOTED: To recommend to the Trustees that there be organized a Division of Agriculture in lieu of the present Department of Agriculture,

to contain such departments as may hereafter be prescribed; and that a suitable man be engaged as the Head of the Division of Agriculture, with such professorial title as may afterward be determined by this Committee. This to take effect the first of July next.

VOTED: To recommend to the Trustees that Prof. William P. Brooks be relieved of his duties as Professor of Agriculture, on the arrival of the Head of the Division of Agriculture, but that his services be retained in the instruction force of the College, and that his title be "Lecturer on Soil Fertility."

VOTED: To recommend to the Trustees that the Committee on Course of Study and Faculty request the Trustees for authorization to employ a man as Head of the Division at a salary to be determined by the Committee.

VOTED: To recommend to the Trustees that the Trustees be asked to authorize the Committee on Finance to present to the Legislature a request for an enlargement of the current appropriation for instruction, of $13,000, for the purpose of paying the salary of a Professor of Agriculture, and also for the employment of men for the positions named below, at approximately the salaries attached, and that when the Legislature makes such appropriation, the Committee on Course of Study and Faculty be authorized to engage such persons.

1.	Associate Professor of Physical Culture and Hygiene,	$2,000.
2.	Associate Professor of Dairy (or Animal) Husbandry,	2,000.
3.	Instructor in German,	1,500.
4.	Instructor in Mathematics,	1,000.
5.	Clerks,	1,000.

and that $2,000. also be included to provide for the payment of a Director of a Graduate School, and that the Committee on Course of Study and Faculty be authorized to organize such a school, and to elect such a Director when the requested funds are available.

VOTED: To recommend to the Trustees that the Trustees be asked to instruct the Finance Committee to present to the Legislature a request for an annual appropriation of not less than $8,000. for the following purposes:

1.	The Winter School of Agriculture,	$2,000.
2.	The Summer School of Agriculture,	3,000.
3.	For salaries, clerical help, and other expenses of the Director of Short Courses, including expenses of Grange for Correspondence Course,	3,000.

MINUTES OF MEETING OF COMMITTEE ON COURSE OF STUDY AND FACULTY.

Office of State Board of Agriculture,

Boston, February 18, 1908.

PRESENT: Messrs. Bowker, Dickinson, Howe, Martin, and Butterfield.

President Butterfield presented the name of Prof. Frederick Blackmar Mumford, of the University of Missouri, as candidate for the headship of the Division of Agriculture, and read testimonials relating to him. After discussion, it was decided to lay the matter on the table until another meeting.

MASSACHUSETTS
AGRICULTURAL COLLEGE
AMHERST

PRESIDENT'S OFFICE

Minutes of Meeting of Committee on Course of Study and Faculty, Exchange Club, Boston, April 28, 1908.

Present Messrs.- Wheeler, Bowker, Dickinson, Howe, Martin, Wright, Butterfield.

The Committee on Farm and Horticulture were the guests of the Committee on Course of Study and Faculty, and of this committee there were present Messrs.- Bowditch, Ellis, Ellsworth, Gerrett, Gleason, Howe, and Pollard.

President Butterfield recommended that Prof. Frederick Blackmar Mumford, of the University of Missouri, be elected as Head of the Division of Agriculture and Professor of Animal Husbandry.

It was VOTED:-

That Prof. Mumford be employed as Head of the Division of Agriculture and Professor of Animal Husbandry, at a salary of $3500 a year, the same to begin August 1, 1908.

It was VOTED:-

To coöperate with the State Normal School at North Adams, in instruction and supervision of work in elementary agriculture, as recommended by the sub-Committee, under an arrangement by which the Agricultural College will furnish for a portion of the year the services of an instructor in elementary agriculture, the Normal School to furnish the land and equipment.

It was VOTED:-

To employ Prof. Floyd B. Jenks, B. S., of Goshen, Indiana, as Instructor in Agricultural Education, at a salary of $1200 per year, same to take effect July 1,

MEETING OF COMMITTEE ON COURSE OF STUDY AND FACULTY

Exchange Club, Boston, June 5, 1908.

PRESENT: Messrs. Wheeler, Bowker, Dickinson, Howe, Martin, Wright and Butterfield.

President Butterfield reported the engagement of Mr. E. F. Jenks, of Goshen, Ind., as Instructor in Agricultural Education, at a salary of $1500. per year, in accordance with the written permission of individual members of the Committee, same to take effect July 1.

On recommendation of President Butterfield, it was

VOTED: To employ Mr. C. Robert Duncan, of New York City, a graduate of Rutgers College, of the Class of 1906, as Instructor in Mathematics and Physics, at a salary of $1000. a year, same to take effect September 1.

VOTED: To establish "The Graduate School of the Massachusetts Agricultural College." This School is designed to give graduate work in agriculture and horticulture, and in the sciences, - physical, biological, and social - related thereto, under such organization and rules as may hereafter be prescribed by the Trustees.

President Butterfield recommended that Prof. C. H. Fernald be elected Director of the Graduate School, at a salary of $3,000.

VOTED: That Professor C. H. Fernald be elected Director of the Graduate School, at a salary of $2750. per year, with $250. additional for incidental expenses of the School, same to take effect July 1; the salary apportionment to the station for the ensuing year to remain as at present.

VOTED: That the Treasurer be given the full time of Miss Caldwell as Clerk, beginning July 1.

President Butterfield recommended that one of the new clerks authorized in state appropriations for instruction be assigned to the President, with half time allotted to the use of the Dean and the Registrar.

VOTED: That Mr. Ralph J. Watts, M. A. C., 1907, be made clerk to the President under the conditions just named, at a salary of $600. per year, same to take effect July 1.

VOTED: That the second clerk permitted by the new appropriation be assigned to the Division of Agriculture and the Department of Agricultural Science Education, with such apportionment of salary as may

hereafter be decided upon.

VOTED: That the question of employing an Instructor in Agricultural Economics be left to President Butterfield with discretion, it being understood that such instructor may be employed at a salary not to exceed $1200. per year, if the money can be made available from the new increase of legislative appropriation for instruction.

VOTED: That Dr. Robert C. MacLaurin, of the Experiment Station, be also made Lecturer in Organic Chemistry in the College.

VOTED: That the salaries of the following employees of the institution, for the ensuing year, be those designated:-

Name	College		Station
J. M. Fernald	$2150		[illegible]
E. C. Fowler	800		
J. F. Gordon	1300		
Vesta C. Haney	750		
V. R. Hart	2100	Normal Dept.	
P. B. Hasbrouck	2100		
S. B. Haskell	1400		
A. D. Holmes	800		
S. F. Howard	1450		
F. C. Kenney	1500		500
R. D. MacLaurin	300		1500
G. F. Mills	3000		
R. W. Neal	1500		
A. V. Osman	1500		
F. J. Sears	2000		250
V. M. Thornton	800		
H. F. Thompson	1300		
F. A. Waugh	2500		400
E. A. White	2000		

VOTED: That the English Department of the College be authorized to employ, during the ensuing college year, not to exceed four under-graduate assistants. The total cost of this shall not exceed $250. for the year.

VOTED: That the question of precise titles of College employees, to be printed in the next catalogue, be left to the Chairman of the Committee and President Butterfield, with power.

VOTED: That the question of extra pay for college employees doing work in the Summer School of 1908 be left to the Chairman of the Committee and the President of the College, with power.

VOTED: That Dr. C. A. Goessmann be made Honorary Professor of Chemistry, provided the authorities of the Carnegie Foundation do not object.

VOTED: That Pres. Butterfield be asked toreport to the Committee

at some future time, regarding the advisability of permitting or requesting the men who are exclusively employees of the Station, to lecture or offer courses of study, either in the under-graduate or graduate school, and also regarding the question of including such employees in the list of Faculty members.

MINUTES OF MEETING OF COMMITTEE ON COURSE OF STUDY AND FACULTY.

DRAPER HALL, MONDAY, JUNE 15, 1908.

6. P. M.

PRESENT: Messrs. Wheeler, Bowker, Dickinson, Howe and Butterfield.

Dr. J. L. Hills, of the University of Vermont, was present by invitation of the Committee, and outlined to the Committee plans for the development of the agricultural work of this College.

On recommendation of President Butterfield, it was

VOTED: That Anderson Mackimmie, of Truro, Nova Scotia, be elected Instructor in French at a salary of $1200. per year, same to take effect September 1.

On recommendation of President Butterfield, it was

VOTED: That Percy L. Reynolds, at present of the University of Maine, be elected Assistant Professor of Physical Culture and Hygiene, at a salary of $2,000. per year, to take effect September 1.

MEETING OF COMMITTEE ON COURSE OF STUDY AND FACULTY.

EXCHANGE CLUB, BOSTON, JUNE 10, 1908.

Present: Messrs. Wheeler, Hooker, Dickinson and Butterfield.

VOTED: that President Butterfield be authorized to make the following proposition to Dean W. D. Hurd, of Maine, viz: That he become head of the Division of Agriculture at the Massachusetts Agricultural College, at a salary of $3,000. a year, to begin August 1st, 1908, duties to begin September 1st, 1908; that he may have such professorial title as may hereafter be agreed upon, preferably that of "Farm Administration"; that he will be in full charge of the Division of Agriculture, including the farm, and perform such teaching as may seem desirable. He is also to have charge of the winter courses; if asked to teach in the Summer School, he shall receive such extra compensation as may be agreed upon.

VOTED: That in case Dean Hurd does not accept this proposition, President Butterfield be authorized to make the following proposition to Professor James A. Ford, viz: That he become the acting head of the Division of Agriculture and Professor of Farm Administration for the period of two years from September 1, 1908. The salary to be $2500. a year. He will have full charge of the Division, including the Farm and the winter short courses; and if asked to serve in the Summer School, is to be allowed extra compensation for that service.

MINUTES OF MEETING OF THE COMMITTEE ON COURSE OF STUDY AND FACULTY.

UNIVERSITY CLUB, BOSTON, JANUARY 6, 1909, 6.30 P. M.

PRESENT: Messrs. Wheeler, Bowker, Dickinson, Howe, Martin, and Butterfield.

It was agreed to have a meeting of the Committee January 12th, to consider some questions concerning entrance requirements and course of study.

It was the sense of the Committee that in the Catalog list of Officers of the Institution, priority of position should be given to the administrative officers, as the Dean, Directors, and Heads of Divisions.

VOTED: That the sum of $50.00 be paid to Professor E. A. White, as reimbursement for a portion of Mr. Bishop's salary for service as instructor during Professor White's illness, and paid by Professor White.

President Butterfield asked the opinion of the Committee concerning the policy of the College in the matter of travelling expenses to the Trustees and officers of the Institution for the purpose of studying the work and equipment of other colleges. It was the sense of the Committee that the College should pursue a liberal policy in this respect, and that it be recommended to the Trustees that, as specific instances arise, they be brought to this Committee.

President Butterfield presented a petition signed by a number of students of the College, asking that Dr. MacLaurin be engaged to give a further course in Chemistry during the second semester. The decision regarding this petition was postponed until the next meeting of the Committee.

President Butterfield presented a legislative budget for new equipment aggregating $13,605.00; after a discussion of the items of the bud-

get, it was

VOTED: That the total be approved; the distribution of items to be adjusted among departments after the legislative appropriation is made.

President Butterfield also presented a recommendation that the Legislature be asked to increase the regular annual appropriations, the same to take effect September 1, 1909, for the following purposes:

INSTRUCTION:

1.	Professor, or Ass't Professor of Forestry, ...	$ 2500.00
2.	" " " " " Poultry Husbandry, . .	[illegible]
3.	" " " " " Farm Mechanics. . . .	[illegible]
4.	" " " " " Rural Sociology, . . .	[illegible]
5.	Instructor in Public Speaking, ...	[illegible]
6.	Working Assistant in Floriculture, ...	600.00
7.	Assistant in Entomology, ...	[illegible]
8.	" " Mathematics, ...	[illegible]
9.	Additional Clerks,	[illegible]
	TOTAL, ...	[illegible]

GRADUATE SCHOOL. . . . . [illegible]

AGRICULTURAL SURVEY:

1.	Greenhouse Survey, ...	$1220.00	
2.	Farm Management Survey, ...	1220.00	
3.	Orchard Survey, ...	1220.00	
4.	Office and Miscellaneous.	340.00	
	TOTAL, ...		4000.00

ADDITIONAL FOR SHORT COURSES:

1.	Increase of Short Course Work at College, including "Farmers' Week", ... ,	$1000.00
2.	Correspondence Courses, ...	500.00
3.	Lectures, (not at College)	500.00
4.	Leaflets on Agricultural Subjects,	500.00
5.	Educational exhibits at fairs, . .	500.00
6.	Better Farming trains and trolley cars, ...	500.00
7.	Travelling Schools, ...	1000.00
8.	Cooperative demonstration of agricultural practice, ...	500.00
	TOTAL:	[illegible]

STUDENT LABOR, ... 2500.00

NORMAL DEPARTMENT, ... 1000.00

GRAND TOTAL, ... $30500.00

MINUTES OF THE MEETING OF THE COMMITTEE ON COURSE OF STUDY AND FACULTY.

EXCHANGE CLUB, BOSTON, JANUARY 19, 1909.

PRESENT: Messrs. Bowker, Howe, and President Butterfield.

President Butterfield presented a recommendation from Professor C. H. Fernald stating that, through accident, Mr. W. E. Hinds, who was granted the degree of Ph. D. in 1902, had never received the diploma. Inasmuch as Dr. Hinds was in no way to blame: it was

VOTED: That a diploma be sent to Dr. Hinds, properly signed and clearly marked "Duplicate"; and that no charge be made to Dr. Hinds.

President Butterfield presented a petition from Professor Philip B. Hasbrouck for leave of absence during the college year 1909-1910. It was

VOTED: To grant Professor Hasbrouck leave of absence for the college year 1909-1910, on the following conditions:

1. Professor Hasbrouck will handle the entrance work for 1909 and 1910.

2. It is the understanding that Mrs. Hasbrouck will care for the Registrar's office during the college year.

3. Professor Hasbrouck is to be responsible for the secretarial work of the faculty during the year.

4. Professor Hasbrouck's salary of $400. per year as Registrar is to be continued, and he is to have a further allowance of $850. for the college year 1909-1910, this being one-half of his salary as Instructor.

VOTED: That President Butterfield be authorized to arrange for substitute teaching during Professor Hasbrouck's leave of absence.

President Butterfield presented a statement from the Director of the Graduate School, including recommendations for the organiza-

tion and work of the Graduate School. After discussion, President Butterfield was requested to present further details of the plan to the individual members of the Committee on Course of Study and Faculty, and decision in regard to the recommendations was postponed.

President Butterfield presented a vote of the faculty, in regard to the admission of unclassified students to the regular classes of the College: it was

> VOTED: To adopt the faculty recommendations, with the proviso that, unless some better name can be found, the word "special" students shall be used, instead of "unclassified" students.

The Committee resumed the discussion of a petition from a number of students, presented at a former meeting of the Committee, requesting that Dr. MacLaurin be engaged to give a further course in Chemistry during the second semester of the present college year: it was

> VOTED: That the petition be granted, and that President Butterfield be authorized to employ Dr. MacLaurin to give a course in Physiological Chemistry during the second semester of the present college year; the adjustment of Dr. MacLaurin's salary for the balance of the college year to be left to the President and the Director of the Experiment Station.

After discussion of the general situation in the department of General and Agricultural Chemistry: it was

> VOTED: To authorize President Butterfield to present to the Committee a candidate for an assistant or associate professorship of Chemistry, at a salary of approximately $1800. per year, whose services shall begin Sept. 1, 1909.

> VOTED: That because of the prospective employment of another assistant professor of Chemistry, the three instructorships in the department of General and Agricultural Chemistry be abolished September 1, 1909.

The Committee adjourned.

MINUTES OF MEETING OF COMMITTEE ON COURSE OF STUDY AND FACULTY.

EXCHANGE CLUB, BOSTON, SATURDAY, MARCH 6, 1909.

PRESENT: Messrs. Bowker, Dickinson, Howe, Martin, and President Butterfield.

The report of the faculty submitting proposed changes in entrance requirements and in the curriculum in the first two years of the college course was presented by President Butterfield and adopted by the Committee.

Mr. Fred B. McKay of the University of Michigan was present at the request of President Butterfield as a candidate for the position of Instructor in Public Speaking. It was

.VOTED: To employ Mr. Fred B. McKay as Instructor in Public Speaking at a salary of $1500. per year, same to take effect September 1, 1909.

MINUTES OF MEETING OF COMMITTEE ON COURSE OF STUDY AND FACULTY.

EXCHANGE CLUB, BOSTON, FRIDAY, JUNE 18, 1909, 12 Noon.

PRESENT: Messrs. Wheeler, Bowker, Dewey, Dickinson, Howe, Martin, and President Butterfield.

VOTED: To authorize President Butterfield to attend the annual meeting of the Association of American Agricultural Colleges and Experiment Stations, to be held at Portland, Oregon, in August.

VOTED: To leave with President Butterfield the question of a second delegate from the College, with the understanding that the expenses of such a delegate should be limited to $25.

President Butterfield reported the following resignations of officers of the institution, all of which were accepted, to take effect August 31, 1909:

Mr. F. M. Gracey, Assistant in Landscape Gardening,
Mr. E. C. Fowler, Assistant in Chemistry,
Mr. L. I. Shaw, Assistant in Chemistry,
Professor G. N. Holcomb, Assistant Professor of Political Science.

VOTED: To give the President authority to employ Professor Holcomb as Lecturer in history for the first semester of the coming college year, for a sum not to exceed $250., provided his services are needed.

On recommendation of President Butterfield, it was

VOTED: To make the following arrangements for teaching the courses given by Professor Hasbrouck while on leave of absence:

Professor Joseph O. Thompson, of Amherst College, for the work in Physics, at a salary of $500. for the College year.

Captain George C. Martin for instruction in mathematics, at a salary of $500. for the college year.

The following apportionment of the recent legislative ap-

propriation for new equipment was authorized by the Committee:

Total asked of Legislature, ... $13,605.
Total granted by Legislature, ... 10,000.

ITEM		Legislature Apportionment
New equipment, miscellaneous, ...		$960.
Office of the Dean, ...	$300.	300.
Office of the Treasurer	400.	400.
Office of the Division of Agriculture, . .	200.	135.
Laboratory of the Division of " . .	750.	600.
Farm Mechanics, ...	1,000.	
Apparatus, Dairy Instruction, ...	250.	150.
Office of Division of Horticulture, . . .	150.	
Office of the Department of Floriculture,	300.	300.
Market Gardening: irrigation system, . .	50.	50.
Market Gardening: glass house heater, . .	250.	250.
Landscape Gardening, ...	275.	275.
Department of Political Sci. & Agri. Econ.	250.	150.
Botany, ...	160.	160.
Chemistry, ...	4,000.	3,000.
Mathematics, ...	200.	200.
Physics, ...	2,000.	500.
Physical Education, ...	3,000.	2,500.
Agricultural Economics, ...	70.	70.
	$13,605.	$10,000.

VOTED: To authorize the President to arrange for some preliminary agricultural surveys, provided the total cost shall not exceed approximately $200., the amount to be paid from the balance appropriated to the winter school of 1909.

On recommendation of President Butterfield, it was

VOTED: That beginning December 1, 1909, the entire salary of W. P. Brooks, $3500., as Director of the Experiment Station, be paid out of Experiment Station funds; but that the President be authorized to apportion to the college such amount of the salary as he thinks best, whenever Professor Brooks shall give regular instruction in the College.

VOTED: To apportion the salary of Professor C. H. Fernald as follows: same to take effect September 1, 1909:

From the College, ... $650.
From the Station, ... 600.
From the Legislative appropriation for the graduate school, ... 1,500.
$ 2,750.

VOTED: That beginning September 1, 1909, the apportionment of the salary of Dr. J. B. Paige shall be $2,000. from the College, and $500. from the Station.

On recommendation of President Butterfield, the following increases in salary were authorized, subject to the approval of the Trustees, same to take effect September 1, 1909:

Professor W. R. Hart, ...	$200. (Normal Dept..
Professor F. C. Sears, ...	250.
Mr. F. C. Kenney, ...	250.
Professor C. E. Gordon, ...	200.
Professor R. W. Neal, ...	100.
Professor E. A. White, ...	250.
Professor W. P. B. Lockwood, ...	100.
Mr. S. B. Haskell, ...	100.
Mr. R. L. Gribben, ...	300.
Mr. E. L. Ashley, ...	300.
Mr. A. A. Mackimmie, ...	100.
Dr. A. E. Cance, ...	100.
Mr. C. R. Duncan, ...	100.
Mr. R. J. Watts, ...	420.
Miss Warner, ...	60.

VOTED: That beginning with September 1, 1909, the title of E. A. White shall be "Professor of Floriculture."

VOTED: To elect W. D. Hurd, of the University of Maine, as Director of Short Courses, at a salary of $3,000. per year, same to take effect September 1, 1909. The President was authorized to apportion this salary as between the regular college payroll and the legislative appropriation for short courses, as he deems best.

President Butterfield presented to the committee a petition signed by the students of the College, praying that Dr. R. D. MacLaurin be placed at the head of the department of Chemistry; the petition was discussed, but no action was taken.

On recommendation of President Butterfield, it was

VOTED: To elect Dr. Joseph S. Chamberlain of the U. S. Department of Agriculture, Associate Professor of Chemistry, at a salary of $2,000. per year, same to take effect September 1, 1909.

On recommendation of the President, it was

VOTED: That the following should be elected officers of the institution, as specified:

Mr. Fred B. McKay be elected Instructor in English and Public Speaking at a salary of $1,500. per year, same to take effect September 1, 1909.

Mr. John Noyes, assistant in landscape gardening and drawing at a salary of $700. per year, to take effect September 1, 1909, with the privilege of summer work on his own account in 1910.

Mr. James Whiting, of Natick, foreman in floriculture at a salary of $720. per year, same to take effect July 1, 1909.

Mr. John N. Summers, assistant in entomology at a salary of $300. per year, same to take effect September 1, 1909.

The President be authorized to employ a clerk to the Dean and Registrar at a salary not to exceed $600. per year, same to take effect June 21, 1909; also that the President be authorized to have the full time of Miss Stuart from the same date.

MEETING ADJOURNED:

---- LIST OF COMMITTEE MEETINGS. -----

Trustees Committee on COURSE OF STUDY AND FACULTY.

Date	Place	Notices sent	Minutes	Remarks
1906 Dec. 19,	Boston		O. K.	
Dec. 31,	Boston		O. K.	
1907 Feb. 13,	Exchange Club		O. K.	
March 20,	Exchange Club	March 14,	O. K.	
March 20,	State Board of Agr	March 14,	O. K.	Joint meeting with C. on Finance
May 9,	Exchange Club		O. K.	
June 6,	Boston		O. K.	
August 26,	Exchange Club	Aug. 17,	O. K.	
Dec. 18,	Exchange Club		O. K.	
1908 Feb. 18,	State Board of Agr	Feb. 13,	O. K.	
April 28,	Exchange Club	April 25,	O. K.	
June 5,	Exchange Club	May 28,	O. K.	
June 15,	Draper Hall	June 9,	O. K.	
June 19,	Exchange Club		O. K.	
1909. Jan. 6,	University Club	Dec. 29,'08	O. K.	
Jan. 19,	Exchange Club	Jan. 14	O. K.	
March 6,	Exchange Club	March 2, '09	O. K.	Minutes on file in Pres. office

MINUTES OF THE MEETING OF THE COMMITTEE ON THE COURSE OF STUDY AND FACULTY.

At the house of President Butterfield, Amherst, Friday Evening, July 23rd, 1909.

PRESENT: Messrs. Wheeler, Bowker, Dewey, Dickinson, Howe, and President Butterfield.

Dr. R. D. MacLaurin, on invitation, appeared before the Committee and made an exhaustive written statement with respect to the condition under which he had worked in the station and college. After considerable discussion of the matter with Dr. MacLaurin, the Committee adjourned at 11 o'clock.

The Committee reconvened at 8.30 a. m. July 24th, in the office of the President of the college.

President Butterfield presented an application from Professor F. A. Waugh for leave of absence from college duties beginning February 1, 1910, for approximately six months.

VOTED: To grant a leave of absence to Professor F. A. Waugh for the six months beginning February 1st, 1910, full pay to be continued during his absence.

VOTED: That Professor F. C. Sears be made Acting Head of the Division of Horticulture until Professor Waugh's return from his leave of absence in 1910, this action to take immediate effect.

A project from the Librarian for re-cataloguing the Library, endorsed by the Faculty Committee on Library, was presented by the President.

VOTED: To recommend to the Trustees Committee on Finance that the Librarian be authorized to have the Library re-catalogued, the expenses for the same to be paid out of the regular apportionment to the Library, and that that apportionment be sufficiently increased to cover the cost of this work.

President Butterfield presented the name of Professor E. K. Eyerly as a suitable man to carry on the work in Political Science formerly performed by Professor Holcomb, and also to assist in work in Rural Sociology.

VOTED: To elect E. K. Eyerly as Assistant Professor of Political Science and Lecturer in Rural Sociology, at a salary of $1800. per year, the same to take effect Sept. 1, 1909.

President Butterfield explained the desirability of having a Field Agent for the college, both for advertising purposes and for helping Director Hurd in the short courses and in work outside the institution.

VOTED: That Charles F. White be elected Field Agent of the college, at a salary of $520. per year, the same to take effect September 1, 1909, with the understanding that he is entitled to receive an additional $200. per year from other sources as payment for services as Graduate Secretary of the College Y. M. C. A.

VOTED: To authorize the employment of a clerk to the Director of Short Courses, at a salary not to exceed $780. per year.

President Butterfield reported that after six months' search Professor Waugh and himself were unable to make a definite recommendation with respect to a suitable man to take up the college work in forestry.

VOTED: That the employment of such a man be left with Mr. Dickinson and President Butterfield, with full power.

President Butterfield stated that if the increased income for purposes of instruction would warrant, and a suitable man could be found, it would be desirable to take on an Instructor in Farm Mechanics for the second semester.

VOTED: To leave the question of employing an Instructor in Farm Mechanics to Mr. Howe and President Butterfield, with full power.

VOTED: That the question of the relations of Mr. [illegible] to the institution be left to Mr. [illegible] and President Butterfield, with full power.

VOTED: To petition for a meeting of the Trustees at the College October 8th, 1909.

President Butterfield presented the case of Robert P. Nichols, who died in September, 1908, and who graduated at the college in 1896, but had never received his diploma.

VOTED: To send the diploma to the father of Mr. Nichols, on payment of the cost of the same.

VOTED: To request President Butterfield to submit to the Committee a plan for organizing such further administrative divisions in the college as seem to be desirable.

VOTED: To authorize the military department of the college to use not to exceed $500. per year from the student labor fund, as payment for student assistants to act as officers in that Department, under such rules and regulations as may be agreed upon by the Head of the Department and the President of the college, the same to take effect December 1, 1909.

VOTED: To authorize the Department of English of the college to use not to exceed $500. per year from the student labor fund, as payment for student assistants to act as theme readers, under such rules and regulations as may be agreed upon by the Head of the Department and the President of the college, the same to take effect December 1, 1909.

VOTED: To authorize the Department of Zoology of the college to use not to exceed $50. per year from the student labor fund as payment for student assistants in that department, under such rules and regulations as may be agreed upon by the Head of the Department and the President of the college, the same to take effect December 1, 1909.

President Butterfield presented a request from Captain Martin relative to the employment of a retired non-commissioned officer, to be detailed from the War Department, to act as Janitor of the Armory, to attend to the flag and flagstaff, clean the guns, care for the track range, assist in target practice, and to perform such other duties as may be assigned.

VOTED: That the Military Department be authorized to secure the detail of such officer, the total cost to the college not to exceed $700. per year, the same to take effect September 1, 1909.

President Butterfield stated the desirability of a study of a system of agricultural education for the Commonwealth.

VOTED: That Professor W. P. Hart, with the assistance of Mr. Jenks, be authorized to make such a study, and to prepare a report on the same at some convenient time.

Dr. MacLaurin presented his resignation from the position of Research Chemist at the Experiment Station and Lecturer in Organic Chemistry in the college, the same to take effect September 1, 1909.

VOTED: To accept the resignation, and to authorize the President to express to Dr. MacLaurin for the members of the Committee their appreciation of his services to the institution.

MINUTES OF MEETING OF COMMITTEE ON COURSE OF STUDY AND FACULTY.

UNIVERSITY CLUB, BOSTON, JANUARY 6, 1910, at 6.30 P. M.

PRESENT: Messrs. Wheeler, Bowker, Dickinson, Howe, Dewey, and President Butterfield.

President Butterfield reported the illness of Dean Mills, and stated that he had arranged with Dr. James B. Paige to serve temporarily as Acting Dean, and with Mr. Anderson Mackimmie to serve as Assistant to the Dean for the balance of the college year.

President Butterfield reported that Professor Edward A. White had been engaged to take charge of Professor Waugh's course in Landscape Gardening for the balance of this year, and to receive extra compensation therefor of $250. It was

VOTED: To approve this arrangement.

President Butterfield reported the engagement of Mr. J. R. Parker, a graduate student, as assistant to Professor Sears in teaching Pomology, at an additional salary of $200. for the year, this service to be rendered during the second semester of the college year. It was

VOTED: To approve this appointment.

President Butterfield reported the engagement of Mr. John Noyes to work in Landscape Gardening, occasioned by Professor Waugh's leave of absence, Mr. Noyes to receive for this service the amount of $100. additional salary for this college year. It was

VOTED: To approve this arrangement.

On request of President Butterfield, permission was granted him to attend the meeting of the Religious Education Association, to be held in Nashville, Tennessee, early in March.

President Butterfield reported that acting under authority conferred by the Committee, he had made the following classification of salaries of the employees in the Short Course Department of the College, for the fiscal year of 1910. This arrangement was approved by the Committee:

Professor Wm. D. Hurd,	$3000.,	College pay-roll.
Mr. Charles H. White,	520.	Short Course.
Miss Ola F. Perrin,	780.	Short Course.

The sub-committee consisting of Mr. M. F. Dickinson and President Butterfield, in whose hands was left the engagement of an Instructor in Forestry, reported that the position had been offered to Mr. J. H. Foster of the United States Forest Service, but that as yet his acceptance has not been received.

President Butterfield reported estimates from different departments for new instructors, aggregating $22500. It was

VOTED: To recommend to the Trustees that an item of $20000., instead of $22500., for new instruction be put in the legislative budget.

President Butterfield reported a project from Professor Hurd, Director of Short Courses, which would involve the appropriation each year of $36550., instead of $7500., the present amount. It was

VOTED: To refer this recommendation to the Trustees with cordial approval of the plan, and recommending that the appropriation to be asked for, not to exceed $25000., or an increase of $17500. over the present appropriation.

On recommendation of President Butterfield, it was

VOTED: To ask the Trustees that the Legislature be requested to aid the sum of $5000. per year to the current annual appropriation for the Normal Department.

On recommendation of President Butterfield, it was

VOTED: To ask the Trustees that the Legislature be requested to increase by $2500. per year the current annual appropriation for the Graduate School.

MINUTES OF MEETING OF COMMITTEE ON COURSE OF STUDY AND FACULTY

University Club, Boston, June 14, 1910, 4.30 P. M.

PRESENT: Messrs. Wheeler, Bowker, Dewey, Dickinson, Snedden, and President Butterfield.

President Butterfield recommended certain changes of titles and of other relationships of a number of members of the faculty, these changes to take effect, unless otherwise stated, September 1, 1910. After discussion, the following series of votes was taken on the recommendations:

VOTED: That when Professor C. H. Fernald retires on a Carnegie pension, he shall be made Honorary Director of the Graduate School, and paid from the College the sum of $390. per year, the same to be charged to the salary payroll.

That Professor James A. Foord be made permanent Head of the Division of Agriculture.

That Dr. James B. Paige be granted extra pay for his services as Acting Dean, the amount to be determined when his service as Acting Dean ceases.

That Mr. George N. Holcomb be made Resident Lecturer in History, to give approximately one-half his time to the College, at a salary of $750. a year.

That hereafter Professor S. F. Howard receive no fees as choir leader.

That the course in Rural Law be discontinued, and also the services of Judge Lyman as Lecturer in Rural Law.

That Mr. Floyd B. Jenks be made Assistant Professor of Agricultural Education at a salary of $1800. per year, the same to be paid from the Normal Department funds; and that the President be authorized to make such arrangements in regard to Professor Jenks' service to and salary from the State Normal School at North Adams as seem advisable.

That Dr. A. E. Cance be made Assistant Professor of Agricultural Economics.

That Professor F. C. Sears receive $200. for extra services as Acting Head of the Division of Horticulture during the college year 1909-1910.

That Assistant Professor Robert W. Neal be made Associate Professor of English.

VOTED: That in case Professor C. H. Fernald should resign as Director of the Graduate School, the President be authorized to appoint an Acting Director to serve until further notice, the extra compensation for this service not to exceed $200. per year, to be paid from the funds of the Graduate School.

That Mr. Anderson A. Mackinnie be made permanent Assistant to the Dean, and for this service be granted an extra salary of not to exceed $200. per year; also that he be granted $100. for his service in this capacity during a part of the college year 1909-1910.

That Mr. S. B. Haskell be made Assistant Professor of Agronomy.

That Assistant Professor W. P. B. Lockwood be made Associate Professor of Dairying.

That Mr. Frederick B. McKay be made Assistant Professor of English and Public Speaking.

That Capt. George C. Martin be employed for another year as Instructor in Mathematics at a salary of $500. per year.

President Butterfield presented the college payroll with certain recommendations as to changes, the same to take effect September 1, unless otherwise specified. It was

VOTED: To recommend to the Trustees that the salary schedule as recommended by President Butterfield be adopted for the ensuing year. (See next pages.)

The question of paying the expenses of certain men to attend the meeting of the National Education Association in Boston was discussed, and it was

VOTED: To authorize the President to expend not to exceed $100. for this purpose in such way as may seem to him best.

VOTED: That the President be authorized to establish such graduate assistantships for the college year 1910-1911 and to appoint thereto such suitable men, as his judgment may dictate and the funds of the Graduate School may warrant.

VOTED: To recommend to the Trustees that the salary of President Butterfield be increased to $5000. a year, beginning July 1, 1910, with the use of the president's house, with care of the grounds by the Horticultural Department, and with heat, light, and water to be supplied from the several college plants installed therefor; and

That a horse and carriage with suitable provision for maintenance and care be furnished for the use of the President.

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Name	Total present salary	From College 1909	President's recom'd't'n (Increase)	From College 1910	Miscellaneous
Allis	$ 600.	$ 200.	Out Dec. 1	$ 150.	
Ashley	1500.	1500.		1500.	
Butterfield	4500.	4500.		4500.	
Miss Caldwell	800.	800.		800.	
Cance	1300.	1300.	$300.	1600.	
Chamberlain	2000.	2000.		2000.	
Duncan	1100.	1100.	200.	1300.	
Eyerly	1800.	1800.		1800.	
Fernald, C.H.	2750.	650.		650.	$600. Sta;$1500.G.S.
Fernald, H.T.	2600.	1600.		1600.	1000. Station.
Foord	2500.	2500.	250.	2750.	
Gordon	1500.	1500.	100.	1600.	
Miss Granger	420.	420.		420.	
Green	1200.	1000.	300.	1300.	200. Station.
Gribben	1500.	1500.		1500.	
Hart	2300.		200.		2500. Nor. Dept.
Hasbrouck	2100.	1250.	200.	2300.	
Haskell	1500.	1500.	100.	1600.	
Heller	1200.	1200.		1200.	
Hough	900.	300.	out		
Howard	1450.	1450.	150.	1600.	
Hurd	3000.	3000.	500.		3500. Short Crs.
Jenks	1500.		300.		1800. Nor. Dept.
Jennison	600.	600.		600.	
Kenney	2250.	1750.	250.	2000.	500. Station.
Lockwood	1800.	1800.	200.	2000.	
Lyman	200.	200.	out		
Mackimmie	1300.	1300.	100.	1400.	
Martin	500.	500.		500.	
McKay	1500.	1500.	100.	1600.	
Mills	3000.	3000.		3000.	
Neal	1600.	1600.	200.	1800.	
Noyes	700.	700.	260.	960.	

Name	Total present salary	From College 1909	President's recom'd't'n (Increase)	From College 1910	Miscellaneous
Osmun - - -	$1500. -	$1500. -	$100. - -	$1600.	
Ostrander- -	2500. -	2000. -	- - - -	2000.	$500. Station.
Paige - - -	2500. -	2000. -	- - - -	2000.	500. Station.
Parker- - -	400. -	400. -	out		
Miss Perrin -	780. -	-	20. - -		800. Short Crs.
Reynolds - -	2000. -	2000. -	- - - -	2000.	
Sears - - -	2500. -	2250. -	- - - -	2250.	250. Station.
Shepard - -	600. -	480. -	out Dec.1	120.	
Miss Smith -	500. -	500. -	- - - -	500.	
Stone - - -	2600. -	1300. -	- - - -	1300.	1300. Station.
Miss Stuart -	780. -	780. -	- - - -	780.	
Summers - -	660. -	300. -	- - - -	300.	360. Station.
Thompson - -	500. -	500. -	out		
Miss Warner -	600. -	600. -	60. - -	660.	
Watts - - -	1200. -	1200. -	200. - -	1400.	
Waugh - - -	2900. -	2500. -	100. - -	2600.	400. Station.
Miss Webster-	720. -	720. -	- - - -	720.	
Wellington -	2500. -	2500. -	- - - -	2500.	
White, C.H. -	520. -	-	440. - -		960. Short Crs.
White, E. A.-	2250. -	2250. -	250. - -	2500.	
Whiting - -	720. -	720. -	- - - -	720.	
TOTAL -		$68420. -	$3410. - -	$67980.	

MINUTES OF MEETING OF COMMITTEE ON COURSE OF STUDY AND FACULTY.

President's Office, Amherst, August 13, 1910, 2 P. M.

Present: Messrs. Wheeler, Bowker, Dickinson, and President Butterfield.

On recommendation of President Butterfield, it was

VOTED: To authorize the Treasurer to employ another clerk for his office, beginning October 1, 1910, at a salary not to exceed $600. per year.

VOTED: To grant authority to President Butterfield to employ at his discretion, an instructor in entomology.

President Butterfield reported the engagement of Mr. F. F. Moon as associate professor of forestry at a salary of $2000. per year; also the engagement of Dr. Burton N. Gates as assistant professor of bee keeping.

On recommendation of President Butterfield, it was

VOTED: To grant President Butterfield authority to engage Mr. Norman for teaching and extension work in pomology, if this arrangement seems desirable.

VOTED: That hereafter the title of William D. Hurd shall be "Director of Extension Work".

VOTED: To grant authority to President Butterfield to negotiate with Mr. Charles H. White for continued service at the college, authorizing an increase of not to exceed $150. in the salary recommended for Mr. White to take effect September 1, 1910.

VOTED: To authorize an additional payment of $20. to Miss Ola Perrin.

VOTED: To establish the department of Zoology and Geology in the college with Asst. Professor Gordon as its head.

VOTED: To authorize President Butterfield to arrange for instruction in music during the coming college year, the total expense therefor not to exceed $400. for the year.

MINUTES OF COMMITTEE ON COURSE OF STUDY AND FACULTY.

University Club, Boston, November 3, 1910, at 6.30 P. M.

PRESENT: Messrs. Wheeler, Dickinson, Bowker, Dewey, and President Butterfield.

On recommendation of President Butterfield, it was

VOTED: That an additional clerk be employed for the office of the President at a salary not to exceed $600. per year, to take effect approximately January 1. 1911.

VOTED: That at the forthcoming meeting of the Association of American Agricultural Colleges and Experiment Stations, the institution should be represented by the following persons:

From the college: President Butterfield, Professor Foord, and Mr. Bowker.

From the station: Professor Brooks, and Professor H. T. Fernald.

From the extension department: Professor Hurd, and Mr. C. H. White.

President Butterfield presented the resignation of Mr. Ray L. Gribben as instructor in animal husbandry, to take effect January 1, 1911, and it was

VOTED: To accept this resignation, and to authorize the President to recommend Mr. Gribben's successor.

On recommendation of President Butterfield, and after discussion, it was

VOTED: To authorize the following increases in annual appropriations for the college:

Instruction, ...	$15000.
Student labor, ...	2500.
Graduate School, ...	2500.
Normal Department, ...	5000.
Short Courses, ...	15000.
Agricultural Survey, . . .	5000.
	$45000.

President Butterfield presented a report from President Pritchett of the Carnegie Foundation, stating that Dean Mills had been refused a pension by that association. A general discussion of the work of the dean followed, and the President was authorized to search for a suitable man as assistant to the dean.

VOTED: To authorize the President to employ an assistant to Dr. Paige at a salary not to exceed $100. per month.

MINUTES OF COMMITTEE ON COURSE OF STUDY AND FACULTY

Hotel Bellevue, Boston, January 5, 1911, at 4 P.M.

PRESENT: Messrs. Wheeler, Bowker, Dewey, Dickinson, Howe and President Butterfield.

Professor Foord presented to the committee Mr.James A. McLean of Ontario as a candidate for the professorship of animal husbandry. President Butterfield presented the resignation of Mr. R. L. Gribben as instructor in animal husbandry, same to take effect January 20,1911.

VOTED:To accept this resignation.

President Butterfield presented a communication fron Professor S.F.Howard, requesting a year's leave of absence; attention was called to the fact that Professor Howard had served the college constantly for a period of twelve years without a leave of absence.

VOTED:To grant Professor Howard a leave of absence for the college year 1911-1912, on full pay.

President Butterfield presented a petition signed by a number of students requesting that a course in rural law be given during the coming semester.

VOTED:To authorize the President if it seems wise to him to do so, to employ an instructor to give a course in rural law the second semester of this college year, at a cost to the college not to exceed $200.

Dr. Dewey mentioned the desirability of teaching farm accounting at the college, and it was

VOTED:To request the President to make a report on this subject at a future meeting.

A communication was read from Dr. H.T. Fernald, recommending the appointment of Dr. G.C.Crampton, now of Clemson College, S.C., as associate professor of entomology.

VOTED: To elect Dr.G.C.Crampton as associate professor of entomology at a salary not to exceed $1800 per year, same to take effect when Dr.Crampton reports for service.

VOTED: To elect Professor James A. McLean as associate professor of animal husbandry at a salary of $2100 per year to take effect when he reports for service.

MINUTES OF COMMITTEE ON COURSES OF STUDY AND FACULTY.

Algonquin Club, Boston, January 20, 1911, at 4.30 P.M.

PRESENT: Messrs. Wheeler, Bowker, Dewey, Dickinson and President Butterfield.

The following adjustments of salaries between college and Experiment Station funds, recommended by the Committee on the Experiment Department, were adopted:

In the case of the salary of Professor Brooks, $500. to be paid from college salary payroll for the fiscal year 1911.

In the case of Dr. Stone, the College to pay $300. additional from the salary payroll after September 1, 1911.

The College to pay $200. additional to Dr. Fernald's salary, after September 1, 1911.

The President reported that Professor Sumner of Worcester, had been engaged for the year as Instructor in Music, the cost for his services to be approximately $400.

President Butterfield reported the resignation of Miss Clara L. Stuart, as correspondence clerk, accompanied by her request that she be listed in the catalog as belonging to the force but services suspended for one year, in order that she might come under civil service rules. It was

VOTED: To grant the request.

President Butterfield reported that Professor W. R. Hart could be secured to give the course in Rural Law for the second semester of the college year. It was

VOTED: To leave the matter to the President with authority.

President Butterfield presented a recommendation from Professor Foord that Mr. J. C. Graham of the University of Wisconsin be elected to the head of the new department of Poultry Husbandry. After discussion it was

VOTED: To elect J. C. Graham as Associate Professor of Poultry Husbandry at a salary at the rate of $1800 per year, the same to take effect when he reports for work, and the salary to be increased to $2000 per year, beginning September 1, 1911.

President Butterfield reported the correspondence with Mr. M. E. J. Evans, relative to his temporary engagement as an assistant to Dr. Paige, and Mr. M. F. Dickinson was requested to correspond with Mr. Evans regarding the status of his claim against the college.

The report of a Committee consisting of Dr. Charles Wellington, Dr. J. B. Lindsey and Dr. Frederick Tuckerman, who had examined and sorted the books, pamphlets and manuscripts of the library of the late Dr. Goessmann, was presented by President Butterfield. It was estimated that this library is worth at least $1,000. After discussion it was

VOTED: To recommend to the Trustees' Committee on Finance that this library be purchased at the price of $1000., payments for the same to be made out of the interest accruing from the Burnham emergency fund as fast and as soon as such interest is available, the principal unpaid to the Goessmann Estate to bear 5% interest until the whole is paid.

It was also suggested that a suitable book-plate for this library be prepared.

President Butterfield presented a petition, signed by forty-five members of the Fernald Entomological Club, expressing their appreciation of the development of facilities for entomological instruction at the college, and suggesting further plans by which the department can be brought to the greatest possible effectiveness. It was

VOTED: To empower the President of the college to express the appreciation of the Trustees for the spirit of the petition and for the suggestions included therein, and particularly, the complete sympathy of the Trustees with the suggestions and hopes of the Club, which are wholly in harmony with the policy of the college for the development of this important department.

After discussion of the status of Professor F. B. Jenks, who gives a portion of his time each year to the State Normal School at North Adams, it was

VOTED: To authorize the President to withdraw Professor Jenks' services from the Normal School after the present college year.

President Butterfield presented a tentative outline of an adminstrative organization for the college, which was discussed at length but no action taken.

President Butterfield also stated the needs of the institution for an additional instruction force during the next college year.

MINUTES OF COMMITTEE ON COURSE OF STUDY AND FACULTY.

Bellevue Hotel, Boston, Wednesday, June 14, 1911.

PRESENT: Chairman Wheeler and Messrs. Bowker, Dewey, Hosmer, and Howe, and President Butterfield.

The following gentlemen, candidates to be recommended by President Butterfield for various positions, appeared before the committee for brief interviews: Prof. E.M. Lewis, Prof. Robert J. Sprague, Mr. Curry S. Hicks, and Dr. C. A. Peters.

President Butterfield presented resignations as follows, to take effect August 31,1911: Percy L. Reynolds, as Assistant Professor of Physical Education and Hygiene; C. S. Heller, as Instructor in Market Gardening; John Noyes, as Assistant in Landscape Gardening. It was Resignations.

VOTED: To accept the resignations as reported.

The President also reported the engagement of Mr. George F. E. Story, as Extension Instructor in Animal Husbandry and Dairying in place of Mr. C. J. Robinson resigned April 1; and also the temporary engagement from January 1 to March 20 of Mr. Alfred Larsen, and during April of Mr. R. C. Packard, as assistants to Doctor Paige. It was

VOTED: To endorse the engagements.

President Butterfield recommended the re-organization of the Departments of Chemistry and of Mathematics and Civil Engineering in the college and the establishment of a Department of Physics. After discussion it was

VOTED: To approve the following organization of these departments: Reorganization of Departments.

Department of Chemistry.

J. B. Lindsey - Goessmann Professor of Agricultural Chemistry.
Charles Wellington - Professor of Chemistry.
J. S. Chamberlain - Associate Professor of Organic and Agricultural Chemistry.
- - - - - - - Assistant Professor of Inorganic and Soil Chemistry.
W. A. Turner - Assistant in Chemistry.
- Graduate Assistant in Chemistry.
- Student Assistant in Chemistry.
- Student Assistant in Chemistry.

Department of Mathematics.

J. E. Ostrander - Professor.

Department of Physics.

P. B. Hasbrouck - Professor.

President Butterfield presented a plan for the academic organization of the Massachusetts Agricultural College. After discussion it was

ADOPTED AS FOLLOWS:

The Executive Staff.

1. The President.
2. The Dean.
3. The Director of the Experiment Station.
4. The Director of Extension Teaching.
5. The Director of the Graduate School.
6. The Treasurer.
7. The Head of the Division of Agriculture.
8. The Head of the Division of Horticulture.
9. The Chairman of the Division of Science.
10. The Head of the Division of the Humanities.
11. The Head of the Division of Rural Social Science.
12. The Registrar.

Departments of Instruction:

Academic Organization.

I. The Division of Agriculture.

1. Agronomy.
2. Animal Husbandry.
3. Dairying.
4. Farm Administration.
5. Poultry Husbandry.

II. The Division of Horticulture.

1. Floriculture.
2. Forestry.
3. Landscape Gardening.
4. Market Gardening.
5. Pomology.

III. The Division of Science.

1. Botany.
2. Chemistry.
3. Entomology.
4. Mathematics.
5. Physics.
6. Veterinary science.
7. Zoology and geology.

IV. The Division of the Humanities.

1. Economics and sociology.
2. History and government.
3. Languages and literature.

V. The Division of Rural Social Science.

1. Agricultural economics.
2. Agricultural education.
3. Rural Sociology.

VI. General Departments.

1. Military science.
2. Physical education.
3. The Library.

President Butterfield presented recommendations concerning changes in the present salary pay roll to take effect September 1, 1911. It was

Changes in salary (Dean Mills).

VOTED: To adopt the recommendations and to authorize the changes indicated on the schedule submitted, with the exception that the recommendation that Professor Mills' salary should be $2000 a year be submitted to the Trustees without recommendation.

On recommendation of President Butterfield it was

VOTED: To recommend to the Trustees the following appointments to vacancies in the teaching force of the college, to take effect September 1,1911:

Appointments to Vacancies.

Curry S. Hicks, Assistant Professor of Physical Education and Hygiene. $2000.

Charles A. Peters, Assistant Professor of Inorganic and Soil Chemistry. $2000.

Frederick L. Yeaw, Assistant Professor of Market Gardening. $1800.

Arthur K. Harrison, Instructor in Landscape Gardening. $1200.

On recommendation of President Butterfield, it was

VOTED: To recommend to the Trustees the establishment of the following positions in the teaching force of the college and the election of the following men to these positions at salaries stated, the same to take effect Sept. 1, 1911.

Appointments to new positions.

Edward M. Lewis, Assistant Professor of English and Assistant Dean. $2250.
(Professor Lewis is to be permitted to serve Yale Divinity School on part time for next college year)

Robert J. Sprague, Head of Division of the Humanities and Professor of Economics and Sociology. $2750.

George E. Gage, Assistant Professor of Animal Pathology. $1700.

Chester A. Butman, Instructor in Physics, $1200.(1 yr)

Willard A. Wattles, Instructor in English $1200.

William L. Harmount, Instructor in French $1200.

Albert Grauer, Instructor in German, $1200.

E. L. Quaife, Instructor in Animal Husbandry, $1200.

William L. Machmer, Instructor in Mathematics, $1200.

Samuel R. Parsons, Assistant in Mathematics and in Military Science, $ 840.

Frederick L. McLaughlin, Asst. in Botany, $ 840.

Herbert J. Baker, Assistant in Agronomy and Secretary to the Director of the Experiment Station, $ 840.

President Butterfield presented the following schedule of Graduate Assistants for the college year, 1911-1912, and requested that the details of these arrangements be left to the

President, provided the engagements made are such as not to exceed the available funds. It was

Graduate Assistants 1911-1912.

VOTED: To endorse the recommendations as requested:

Department.	Time.	Payment allowed.	Name of assistant recommended.
Botany - - - -	One-half	$ 400.	To be named by President.
Chemistry - - -	Five-eighths	500.	To be named by President.
Entomology - -	One-third	300.	William S. Regan.
Zoology & Geology	One-half	500.	Leonard S. McLaine.
Landscape Gardening	One-half	420.	To be named by President.
		$2120.	

It was

Additional pay for Dr. Paige.

VOTED: To authorize the payment of $800 to Dr. James B. Paige for services as Acting Dean of the college from Dec. 15, 1909 to Sept. 1, 1911.

It was

Employment of non-commissione officer.

VOTED: To authorize the President, on recommendation of the Commandant, to employ a non-commissioned officer for service in the Department of Military Science at a salary not to exceed $600 per year.

It was

Miss Helen Gaskill.

VOTED: To place Miss Helen Gaskell on the college pay roll as clerk in the Department of Floriculture, at a salary of $600 per year, this action to take effect December 1, 1911.

It was

Additional clerk Div. Agri.

VOTED: To authorize the President to employ additional clerical help for the Division of Agriculture at his discretion.

It was

Graduate Assistant Dept. Farm Adm.

VOTED: To authorize the President to employ an assistant in the Department of Farm Administration at his discretion.

On recommendation of President Butterfield, it was

Changes in title.

VOTED: To make the following changes of title:

Name.	Present Title.	Proposed Title.
Edgar L. Ashley,	Instructor in German	Assistant Professor of German.
Kenyon L. Butterfield,	President of the College and Professor of Rural Sociology.	President and Head of the Division of Rural Social Science.
Joseph S. Chamberlain,	Associate Professor of Chemistry.	Associate Professor of Organic and Agricultural Chemistry.
Elmer K. Eyerly,	Assistant Professor of Political Science amd Lecturer in Rural Sociology.	Associate Professor of Rural Sociology.
Philip B. Hasbrouck,	Registrar of the College, Associate Professor of Mathematics and Adjunct Professor of Physics.	Professor of Physics and Registrar of the College.
Joseph B. Lindsey,		Goessmann Professor of Agricultural Chemistry.
Anderson A.Mackimmie,	Instructor in French.	Assistant Professor of French.
George F. Mills,	Dean of the College, Head of the Division of the Humanities and Professor of Languages and Literature.	Dean of the College, Professor of Languages and Literature.
Charles Wellington,	Professor of General and Agricultural Chemistry.	Professor of Chemistry.

It was

VOTED: That Dr. H.T. Fernald be appointed Acting Director of the Graduate School for the succeeding college year on the same terms as for the past year; namely, $200. per year in addition to regular salary.

Acting Director of Graduate School.

It was

VOTED: That the heads of departments in the newly constituted Division of Science be requested to choose for nomination from their own number a chairman to be appointed by the President, to serve for two years, and further that the Chairman of the Division of Science shall receive a yearly salary not to exceed $200.

Chairman of Division of Science.

It was

VOTED: To consider the budget of the extension work at a special meeting of the Trustees to be called during commencement week.

Extension Work Budget.

The following communication was presented to the committee by President Butterfield:

Termination of Relations with Boston University.

Boston, Mass., June 8,1911.

President Kenyon L. Butterfield, A.M.,
Amherst, Mass.

My dear President Butterfield:

At the semi-annual meeting of the Trustees of Boston University held Tuesday, June 6, the following recommendation was adopted by a unanimous vote:-

Whereas the agreement between the governing Boards of Boston University and the Massachusetts Agricultural College, made in 1875, has been faithfully kept until the present time, and Whereas by the experience of thirty-six years it has proved that there can be little or no practical benefit to either institution by continuing the somewhat slender alliance, it is recommended that with grateful appreciation of the uniform courtesy and good fellowship shown by the President and Trustees of the Agricultural College toward the representatives of Boston University, the connection between the two institutions be terminated.

It is also recommended that a copy of this vote be sent by the Secretary of this Board to the President of the Agricultural College at Amherst, Mass., with the request that similar action be taken by his trustees at their next meeting, and that when such action is taken the original agreement be considered void.

Very truly yours,
(Signed) George S.Butters, Sec. Board of Trust.

It was

VOTED: To recommend to the Trustees that similar action be taken by the Trustees, and that President Butterfield be asked to prepare a suitable resolution for presentation to the Trustees.

President Butterfield stated that the Faculty had voted that it seemed to them unwise to grant the degree of Bachelor of Science to Mr. Frederick A. Ober and Mr. Daniel Willard. After discussion, it was

Degrees for Messrs. Willard and Ober.

VOTED: To recommend that the Trustees endorse the Faculty action with respect to the proposed degrees for Messrs. Ober and Willard.

Copies of a tentative schedule for a system of major courses for junior and senior years was presented to the committee, and the matter was left for further discussion.

Major Courses.

It was

VOTED: That all the above recommendations to the Trustees concerning positions and salaries are made contingent on adequate appropriations by the present legislature for instruction purposes.

A MEETING OF THE COMMITTEE ON COURSE OF STUDY AND FACULTY.

A special meeting of the committee was called at the President's office at 9 o'clock Wednesday, June 21, 1911, to consider extension work matters.

PRESENT: Chairman Wheeler, Messrs. Bowker, Hosmer, and President Butterfield; Director Hurd was present by invitation.

Director Hurd presented the situation and needs of the extension work, and after some discussion the following votes were passed:

VOTED: To authorize the President and Professor Hurd to employ Mr. E. D. Waid of the Ohio State University, at a salary of $2000. per year, as Assistant Director of the Extension Work, the same to take effect September 1, 1911, provided the members of the committee are satisfied with Mr. Waid after a personal interview. — Employment of Mr. Waid.

On recommendation of Director Hurd and the President, it was

VOTED: To appoint Mr. A. R. Jenks of the present graduating class as supervisor of the correspondence courses, at a salary of $840 a year, to begin September 1, 1911. — Employment of Mr. Jenks.

VOTED: To authorize an increase in the salary of Miss Case, Secretary to the Director, of $180 a year, the same to take effect September 1, 1911. — Salary of Miss Case.

VOTED: To omit the summer school for the year 1912.

VOTED: To authorize the employment of Mr. Charles H. White as District Field Agent, on part time for the ensuing winter season, provided the total amount expended for such service shall not exceed approximately $600. — Employment of Mr. White as District Field Agent.

VOTED: That Director Hurd's salary shall be $3600 per year beginning September 1, 1911. — Salary of Prof. Hurd.

VOTED: To adopt the following budget as the apportionment of the extension work appropriation for the next year, with the understanding that such budget takes effect only in case the legislature makes the requisite appropriations for the fiscal year 1912. — Extension Work Budget.

TENTATIVE APPORTIONMENT OF $20,000 FUNDS FOR EXTENSION WORK FOR 1912.

I.	ADMINISTRATION			
	Salaries			
	Director - - - - - - - -		$3600.	
	Assistant Director - - -		2000.	
	Travel (2 men) - - - - -		1000.	
	Secretary to Director - -		780.	
	Office - - - - - - - - -		500.	
	Printing - - - - - - - -		500.	
	Miscellaneous - - - - -		500.	$8880.
II.	CORRESPONDENCE COURSES			
	Salary of supervisor - - - -		840.	
	Maintenance - - - - - - - -		400.	
	Clerical help - - - - - - - -		600.	1840.
III.	LECTURES, DEMONSTRATIONS, EXHIBITS, ETC.		200.	200.
IV.	EXTENSION TEACHING IN HORTICULTURE			
	Salary of Instructor - - - -		1500.	
	Maintenance - - - - - - - -		100.	
	Travel - - - - - - - - - -		500.	2100.
V.	EXTENSION TEACHING IN DAIRYING AND ANIMAL HUSBANDRY.			
	Salary - - - - - - - - - -		1500.	
	Maintenance - - - - - - - -		100.	
	Travel - - - - - - - - - -		500.	2100.
VI.	WINTER COURSES		2500.	2500.
VII.	M.A.C. AGRICULTURAL IMPROVEMENT ASSOCIATION		200.	200.
VIII.	CLERICAL HELP FOR EXTENSION MEN		600.	600.
IX.	DISTRICT FIELD AGENT WORK		600.	600.
X.	TO PAY AN OVERDRAFT		980.	980. $20,000

MINUTES OF THE COMMITTEE ON COURSE OF STUDY AND FACULTY.

University Club, Boston, November 2, 1911, 6:30 P.M.

PRESENT: Messrs. Wheeler, Dewey, Bowker, Hosmer, Howe, and President Butterfield.

President Butterfield presented the following reports:

1. Recent changes in the clerical force of the College:

Report of resignations and appointments.

Miss Ruth G. Smith resigned as clerk to the Dean and Registrar, her resignation taking effect September 15, 1911.

Miss Georgia A. King has been appointed clerk to the Dean and Registrar at a salary of $660, per year, same to take effect October 16,1911.

The additional clerkship in the office of the Division of Agriculture, provided for by Trustees' vote of June 20, 1911, has been filled by the appointment of Miss L. M. Barker at a salary of $600. per year, same to take effect September 15, 1911.

2. Appointment of graduate assistants in the various departments of the college for the year 1911-12.

Entomology, Mr. William S. Regan, one-third time, salary $300.

Zoology & Geology, Mr. Leonard S. McLaine, one-half time, salary $500.

Botany, Mr. Raymond G. Smith, two-fifths time, salary $300.

Botany, Mr. Marcus T. Smulyan, two-fifths time, salary $375.

3. Appointment of Sergeant John J. Lee as assistant to Captain Martin, at a salary of $600. per year; Mr. Lee reported for duty September 15, 1911.

The appointments were approved.

It was

VOTED: To approve the bill covering travelling expenses of Professor Neal, incurred July 31st to August 4, 1911, in connection with his duties on the Faculty committees on Schedule and on Catalog and Other Publications.

Bill of Prof. Neal.

It was

VOTED: To recommend to the Trustees, that the College contribute $250. toward paying for the publication of the monograph prepared on the life of the late Dr. Goessmann. Life of Dr. Goessmann.

It was

VOTED: To recommend to the Trustees, that an honorarium of $500. be paid Dean George F. Mills as reimbursement, in part, for money paid by him from personal funds, for clerical assistance between 1903 and 1907, during which time Dean Mills was Treasurer of the College. Honorarium for Dean Mills

On motion of Mr. Bowker, it was

VOTED: To lay on the table the request received from the Western Alumni Club, that the college pay the expenses of Dr. Paige in attending their annual meeting to be held at some point on the Pacific Coast during the coming winter. Western Alumni Club.

The committee considered certain projects for legislative appropriation, memorandum of which is attached hereto.

LEGISLATIVE PROJECTS CONSIDERED BY COMMITTEE ON COURSE OF STUDY AND FACULTY.

Number	Department	Project for	Classification	Department request	Committee recommendation
2	Agr. Education	Agricultural Clubs	Maintenance	$ 1000.	$ 1000.
10	Land. Gardening	Rural & Village Improvement	Investigation	1200.	1200.
33	Agr. Economics	Investigation of Production	Investigation	150.)	
35	Agr. Economics	Agricultural Survey	Investigation	4800.)	
42	Rural Sociology	Rural Community Survey	Investigation	500.)	5000.
66	Extension & S.C.	Agricultural Surveys	Investigation	7700.)	
145	Farm Administration	Agricultural Survey	Investigation	550.)	
23	Pomology	Additional Teacher	Instruction	2000.	2000.
28	Zoology & Geology	Additional Instructor	Instruction	1000.	1000.
36	Agr. Economics	Graduate Assistant	Instruction	1040.	1040.
45	Agronomy	Additional Instructor	Instruction	1200.	1200.
46	Agronomy	Lecturer in Agronomy	Instruction	1200.	
85	Chemistry	Add. Teaching Assistance	Instruction	4300.	1500.
90	English	Additional Instructors (2)	Instruction	2400.	2400.
				$29040.	$16340.

Number	Department	Project for	Classification	Department request	Committee recommendation
100	Dairying	Dairy Bacteriologist	Instruction	$ 2000.	
101	Dairying	Instr. in Butter Making	Instruction	1200.	$1200.
147	President	Director of Grad. School	Instruction	3600.	3600.
148	President	Supt. of Publicity	Instruction	2000.	2000.
149	President	Head of Dept.of Hist. & Govt.	Instruction	2000.	
150	President	Assistant Prof. of Literature	Instruction	2000.	
151	President	Asso. Prof. of Farm Mechanics	Instruction	2000.	2000.
152	President	Salary Increases & Emergencies	Instruction	5000.	5000.
60	Extension & S.C.	Salaries	Extension & S.C.	12100.	
61	Extension & S.C.	Correspondence Courses	Extension & S.C.	2600.	
62	Extension & S.C.	Exhibits at Fairs, etc.	Extension & S.C.	4300.	
63	Extension & S.C.	Cooperation with State Instut.	Extension & S.C.	4000.	
64	Extension & S.C.	M.A.C. Agr. Imp. Association	Extension & S.C.	500.	
65	Extension & S.C.	Traveling Field Agents	Extension & S.C.	4000.	
67	Extension & S.C.	Demonstration Orchards	Extension & S.C.	6200.	
68	Extension & S.C.	Additional Clerical Help, etc.	Extension & S.C.	3038.	
		Amount brought forward from page 1 - - - - - -		29040.	16340.
				$85578.	$30140.

(3) C.S. & F.

Number	Department	Project for	Classification	Department request	Committee recommendation
69	Extension & S.C.	Instr. in Rural Social Service	Extension & S.C.	$ 2800.	
70	Extension & S.C.	Instr. in Rural Engineering, etc.	Extension & S.C.	1800.	
71	Extension & S.C.	Supt. of Student Exten. Work	Extension & S.C.	2200.	
72	Extension & S.C.	Instr. in Town Improvement	Extension & S.C.	2200.	
73	Extension & S.C.	Instr. in Agr. Education	Extension & S.C.	3700.	
74	Extension & S.C.	Instr. in Domestic Science	Extension & S.C.	2800.	
75	Extension & S.C.	Instr. in Agronomy & Farm Mangt.	Extension & S.C.	2100.	
76	Extension & S.C.	Instr. in Animal Husbandry	Extension & S.C.	2200.	
77	Extension & S.C.	District Field Agents (3)	Extension & S.C.	6600.	
78	Extension & S.C.	Instr. in Poultry Husbandry	Extension & S.C.	2200.	Increase of $30000. for Extension and Short Courses.
79	Extension & S.C.	Instr. in Dairying	Extension & S.C.	2800.	
80	Extension & S.C.	Summer School and Conference	Extension & S.C.	4800.	
81	Extension & S.C.	Winter Courses	Extension & S.C.	3450.	
82	Extension & S.C.	Editor of Ext. Publications	Extension & S.C.	1600.	
83	Extension & S.C.	Demonstration Plots	Extension & S.C.	3000.	
57	Economics & Soc.	Duplicate Copies of Books	New Equipment	150.	150.
3	Agr. Education	School Gardens	Gen. Improvements	850.	850.
		Amount brought forward from page 2 - - - - - - - - -		85578.	30140.
				$130828.	$61140.

MINUTES OF COMMITTEE ON COURSE OF STUDY AND FACULTY.

Bellevue Hotel, Boston, Thursday, February 1, 1912, at 5:00 p.m.

PRESENT: Messrs. Wheeler, Bowker, Dewey, Hosmer, Howe, Snedden, and President Butterfield.

President Butterfield announced that Assistant Professor Floyd B. Jenks had resigned as assistant professor of agricultural education - his resignation taking effect December 10, 1911 - to accept an appointment in the United States Bureau of Education.

It was

VOTED: To authorize President Butterfield to employ a clerk for the Department of Chemistry of the College at a salary not to exceed $600 a year, half of which shall be paid from the salary payroll, the other half from the Experiment Station payroll for services to be rendered to the Station. Clerk Department of Chemistry.

President Butterfield reported a recommendation from the Faculty Committee on Graduate School, and after discussion it was

VOTED: That any department of the College properly equipped and prepared to do so, may present to the Committee on Graduate School a full statement of the lines of work it is prepared to offer for graduate work, and on approval by the Committee and endorsement by the Trustees, such departments may be added to the list of those giving graduate courses, the rating of these courses as majors or minors for the degrees of M.Sc. or Ph.D. to be determined by the Committee on Graduate School. Courses of Study, Graduate School.

The President also reported recommendations from the Faculty Committee on Graduate School as follows: -

The Faculty Committee on Graduate School have voted to recommend to the President and Trustees that Mr. Leonard S. McLaine be allowed to present his work in zoology, pursued as a minor for the degree of doctor of philosophy, as

a minor for the degree of master of science, it being understood that the work is to be satisfactorily completed, as required by the regulations of the graduate school and to the satisfaction of the instructor.

The Committee have also voted to recommend to the President and Trustees that the subject of zoology be included among those offered in the catalog, as available either as a major or minor subject for the degree of master of science, as well as a minor for the degree of doctor of philosophy.

After discussion it was

VOTED: To leave both of these matters to the President with power.

On recommendation of President Butterfield it was

VOTED: That the salary of Miss Webb, clerk in the President's office, should be at the rate of $60 a month, beginning March 1, 1912. Miss Webb's Salary.

It was

VOTED: To request President Butterfield to present to the Committee, as soon as practicable, a draft of the existing by-laws of the Trustees. By-laws of Trustees.

A communication was read from Hon. John Barrett, Secretary of the Pan-American Committee of the United States, suggesting a scholarship at the College for Latin-American students. After discussion it was

VOTED: To recommend to the Trustees the remission of tuition to one Latin-American student, who shall be selected under the direction and on the approval of the Pan-American Committee of the United States, on condition that in return for such privileges the Latin-American governments will establish a traveling scholarship for a student designated by the College who may desire to conduct special agricultural investigations in those countries. Free Tuition for Latin-American Students.

It was

VOTED: To grant a leave of absence to Dr. Charles Wellington, the details to be arranged by President Butterfield after consultation with Doctor Lindsey and Doctor Wellington. Dr. Wellington Leave of Absence.

President Butterfield presented a memorandum concerning additional instructors who will be needed in the near future. He presented the name of Dr. Charles E. Marshall of the Michigan Agricultural College, as a man well suited for the position of Director of the Graduate School and Professor of Agricultural Bacteriology. A number of letters were read endorsing Doctor Marshall, and after discussion it was

VOTED: To authorize President Butterfield to approach Doctor Marshall with the view of employment as Director of the Graduate School and Professor of Agricultural Bacteriology, at a salary of $3600 a year. Dr. Marshall.

It was

VOTED: To authorize the President to make search for a suitable man as "community field agent" in the extension service, his engagement being subject to further legislative appropriations and the approval of the Committee. Community Field Agent

It was

VOTED: To authorize the President to present a candidate for an assistant professorship in the Department of Chemistry. Assistant Professor of Chemistry.

It was

VOTED: To authorize the President to engage an instructor in butter making for the Department of Dairying, at a salary not to exceed $1200 a year, the same to take effect September 1, 1912. Instructor in Butter Making.

President Butterfield asked the opinion of the Committee concerning the advisability of inviting the Graduate School of the Association of American Agricultural Colleges and Experiment Stations to hold its session for 1912 at Amherst. It was

VOTED: To authorize the President to extend this invitation at his discretion. Graduate School of Agriculture.

President Butterfield presented a memorandum calling attention to the desirability of celebrating the 50th anniversary of the opening of the College some time during the summer of 1917, and presenting tentatively some of the leading features of an adequate celebration. It was

VOTED: To recommend to the Trustees that the 50th anniversary be properly celebrated in 1917, and that President Butterfield be requested to present to the Trustees a more complete memorandum concerning details of the celebration. 50th Anniversary of College.

* * * * * * * * * *

The Committee again met at the Bellevue Hotel at 1 p.m., Friday, February 2, 1912.

PRESENT: Messrs. Wheeler, Bowker, Dewey, Hosmer, Howe, Snedden, and President Butterfield.

By invitation there were present Professors Hart, Waugh, and Chamberlain, delegates from the Faculty Committee on Course of Study.

Professor Hart presented a vote of the Faculty relative to a plan for "major" courses. It was

Majors.

VOTED: To approve the plan.

Professor Hart also presented a statement of the "majors" as adopted by the Faculty Committee on Course of Study. President Butterfield presented statements relative to "majors" in general science, zoology, rural sociology, and rural journalism. It was

VOTED: That the proposed "majors" in general science, zoology, and rural sociology be not approved for the present.

It was

VOTED: That the question of a "major" in rural journalism be laid on the table until the next meeting of the Committee.

It was

VOTED: That "majors" in bacteriology and applied mathematics be not approved for the present.

It was

Majors.

VOTED: That the question of separate "majors" in agriculture and agronomy be left to the Faculty.

It was

VOTED: That it is the sense of the Committee that the "majors" in such sciences as botany, chemistry, entomology, etc., be designated by a term which indicates their application to the interests of agriculture.

The list of "majors" as thus adopted stands as follows:-

1. Agricultural Education.
2. Agriculture and Agronomy.
3. Animal Husbandry.
4. Dairying.
5. Poultry Husbandry.
6. Horticulture.
7. Landscape Gardening.
8. Floriculture.
9. Forestry.
10. Pomology.
11. Chemistry.
12. Entomology.
13. Botany.

MINUTES OF COMMITTEE ON COURSE OF STUDY AND FACULTY.

Bellevue Hotel, Friday, March 1, 1912, at 5 p.m.

PRESENT: Messrs. Wheeler, Bowker, Dewey, Howe, and President Butterfield.

President Butterfield presented a communication from Professor Waugh, stating that Professor Moon had had an offer of another position.. The President raised the question whether the Trustees would be willing to pay Professor Moon a salary of $2500 a year, beginning September 1 next. After discussion, it was

Salary of Prof. Moon.

VOTED: To leave the matter to the President with power.

The President presented some memoranda concerning plans for study of a better organization of the College.

Dr. Charles E. Marshall of the Michigan Agricultural College was present at dinner to meet the members of the committee.

Prof. R. W. Neal was presented to the committee, and a general discussion ensued regarding rural journalism as a major subject. While no vote was taken, it seemed to be the sense of the committee that courses in rural journalism should be developed, but that the major work should be deferred for the present.

President Butterfield raised a question as to the feasibility of a leave of absence in the near future. It was

VOTED: To ask Mr. Wheeler and Mr. Gleason to confer with the President in regard to a leave of absence and to report a recommendation.

Leave of absence in near future.

MINUTES OF TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY.

Hotel Bellevue, Boston, Thursday, March 21, 1912, at 6 p.m.

PRESENT: Messrs. Wheeler, Bowker, Dewey, Hosmer, Howe, and President Butterfield.

President Butterfield read a communication from Doctor C. E. Marshall, stating that he would probably accept an offer from the College under certain conditions, the chief of which was the privilege of going abroad during the second semester of the first year, partly for the purpose of studying advanced agricultural teaching, his salary to continue but he to pay his traveling expenses. The question was broached whether it was a good precedent to permit a newly engaged member of the force to take a leave of absence with pay so soon after his engagement. After considerable discussion, it was

Employment of Dr. Charles E. Marshall.

VOTED: That the President be authorized to invite Dr. Charles E. Marshall to become Director of the Graduate School and Professor of Microbiology, at a salary of $3600, the same to begin September 1, 1912; that a leave of absence without pay be granted to Doctor Marshall from February 1, 1913 to a date not later than September 1, 1913, principally for a study of conditions and methods of advanced agricultural teaching abroad, with such allowances for traveling expenses and compensation for services as may be agreed upon by Chairman Wheeler and President Butterfield; and that Doctor Marshall be requested to present to this committee, as soon after his return as may be convenient, a written report con-

taining the results of his study of graduate work in agriculture in this country and abroad, together with definite recommendations for the development of the Graduate School of the Massachusetts Agricultural College.

MINUTES OF TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY.

Office of the President of the College, June 17, 1912.

PRESENT: Messrs. Bowker, Howe, and President Butterfield.

Mr. Hosmer was unable to be present, but sent a statement to the effect that he approved of the recommendations to be submitted by the President.

The business of the meeting consisted in the consideration of a statement from the President relative to the payroll and various questions concerning resignations, appointments, increases in salaries, etc. This report becomes a part of the minutes of the meeting of the Committee. Herewith are recorded the votes as passed by the Committee.

It was

VOTED: To accept the resignations notdd on page 1.

On petition of Doctor Lindsey it was

VOTED: To authorize him to employ Mr. W. A. Turner for the summer in the Fertilizer Division of the Experiment Station; Mr. Turner's pay from the College to continue until August 31, 1912.

W. A. Turner Special Employment.

It was

VOTED: To confirm the engagements noted on page 2.

It was

VOTED: To recommend to the Trustees the salary increases noted on page 3;

also that an allowance of $100 a year in addition, to be charged to the Military Department, be given to Mr. S. R. Parsons for his services as Assistant to the Commandant.

S. R. Parsons: Allowance Salary.

It was

VOTED: To recommend to the Trustees the engagements of the candidates named on page 4.

It was

VOTED: To recommend to the Trustees the establishment of the new positions named on page 5.

It was

VOTED: To recommend to the Trustees the adoption of the recommendations of the President noted on page 6.

It was

VOTED: To recommend to the Trustees the increases in salaries noted on page 7.

It was

VOTED: To recommend to the Trustees the schedule of salary increases noted on page 9, except that of Miss Case which was amended to read $840, beginning September 1, 1912.

Miss Case's Salary.

It was

VOTED: To recommend to the Trustees the schedule of places and candidates named on page 10, except that Mr. Morgan's title should be changed, and that the charging of Mr. Morton's salary to the Extension Service should begin October 1, 1912.

E. L. Morgan: Title.

It was

VOTED: To approve the tentative apportionment of the Extension Service funds as

noted on page 9 and as modified by such action as the Trustees may take with respect to salaries and appointments.

It was

VOTED: To recommend to the Trustees the changes in title noted on page 12.

STATEMENT TO ACCOMPANY MINUTES OF JUNE 17, 1912.

I N D E X

Table

A. Salary Budget - 1911-1912 - Instruction

B. Salary Budget - 1912-1913 - Instruction

I. Resignations

II. Engagements already made

III. Changes in Colleges Salaries (Instruction)

IV. New Men for Existing Positions

V. New Positions for College Instruction

VI. Graduate Assistants

VII. Changes in Administration Salaries

VIII. Changes in Experiment Station Salaries

IX. Changes in Extension Service Salaries

X. New Positions in Extension Service.

XI. Tentative Apportionment of Extension Service Funds

XII. Changes in Titles (Instructors)

XIII. Changes in Experiment Station Employees

XIV. History of Present Salary Payroll

A

SALARY BUDGET - 1911-1912 - COLLEGE INSTRUCTION

	Payroll, December 1, 1911 - - - - - - -		$88785
I.	Resignations, ¼ of $5800 - - -	$1450	
	Graduate Assistants, ¼ of $1475 -	369	1819
			$86966
	Salary extras, 1911-1912 - - - - - -		1490
II.	Engagements already made: ¼ of $3900 -		975
III.	Salary increases: ¼ of $5060 - - - -		1265
IV.	New men for existing positions: ¼ of $8340 -		2085
V.	Men for new positions: ¼ of $5850 - - -		1462
VI.	Graduate assistants: ¼ of $3495 - - - - -		874
			$95117
	Available, 1911-1912: - - - -	$93333	
	Graduate School balance - - -	2365	95698
	Prospective balance, 1911-1912 - - - -		$ 581

SALARY BUDGET - 1912-1913 - COLLEGE INSTRUCTION

	Payroll, December 1, 1911 (Less graduate assistants under annual appointment) - -		$87310
I.	Resignations, 1912 - - - - - - - - - -		5800
			$81510
II.	Engagements already made - - -	$3900 -	
III.	Salary increases - - - - - -	5060	
IV.	New men for existing positions -	8340	
V.	Men for new positions - - - -	5850	
VI.	Graduate Assistants - - - -	3495	
	Payroll, December 1, 1912 - - - - - -		$108155
	Resources, 1912-1913 - - - - - - - -		108333
	Prospective balance - - - - - - - -		$ 178

RESIGNATIONS

President Butterfield reported the following resignations:

Name	Title	Salary	To take effect
F. F. Moon,	Asso. Prof. of Forestry,	$2100	Aug.31, 1912
S. F. Howard,	Asst. Prof. of Chemistry,	1600	" " "
W. A. Turner,	Assistant in Chemistry,	840*	" " "
H. S. Adams,	Assistant in Chemistry,	840	" " "
H. J. Baker,	Assistant in Agronomy(College)	420	" " "
A. J. Norman,	Ext. Instr. in Pomology ($1500)		April 15, 1912
A. R. Jenks,	Supervisor of Correspondence Courses, ($840)		March 31, 1912
Miss Granger,	Clerk, Div. of Hort.,($780)		March 11, 1912
		$5800	

* May Turner also work for Station during summer ?

ENGAGEMENTS FOR COLLEGE POSITIONS

President Butterfield reported the following engagements for College positions:

Name	Title	Salary	To take effect
C.E.Marshall	Director of Grad. School,	$3600	Sept.1, 1912.
O.A.Morton,	Asso.Prof. of Agr. Education, (3 mos. @ $180 to be charged to Instruction) ($540),		July 1, 1912.
R.W.Rees,	Instructor in Pomology ($1500)		May 14, 1912
Miss L.Fisher,	Clerk, Dept. of Chemsitry,	300	March 1, 1912.
H.G.Crane,	Cashier, ($1200)		June 1, 1912.
Miss G.Russell,	Clerk, Div. of Hort.($720)		
		$3900	

JUNE 17, 1912.

CHANGES IN COLLEGE SALARIES (INSTRUCTION)

President Butterfield recommended that a schedule of salaries in certain cases be authorized as follows, the same to be paid out of Instruction.

Name	Increase	Total Salary	To take effect
Ashley, E.L.	$200	$1900	Sept. 1, 1912.
Barker, Miss	100	700	" " "
Butman, C.A.	150	1350	" " "
Cance, A.E.	200	2000	" " "
Chamberlain, J.S.	200	2300	" " "
Duncan, C.R.	100	1550	" " "
Eyerly, E.K.	100	2000	" " "
Fernald, H.T.	100	2900	" " "
Foord, J.A.	150	3000	" " "
Gage, G.E.	100	1800	" " "
Gaskill, Miss	60	660	" " "
Gates, B.N.	60	1400	" " "
Gordon, C.E.	200	2000	" " "
Graham, J.C.	300	2300	" " "
Green, C.R.	100	1700	" " "
Harmount, W.L.	100	1300	" " "
Harrison, A.K.	200	1400	" " "
Haskell, S.B.	200	2000	" " "
Lockwood, W.P.B.	200	2350	" " "
Machmer, W.L.	150	1350	" " "
Mackimmie, A.A.	100	1800	" " "
McLaughlin, F.L.	120	960	" " "
McLean, J.A.	200	2300	" " "
Neal, R.W.	200	2000	" " "
Osman, A.V.	100	1800	" " "
Parsons, S.R.	120	960	" " "
Peters, C.A.	150	2150	" " "
Quaife, E.L.	100	1300	" " "
Sears, F.C.	100	2600	" " "
Waugh, F.A.	600	3600	" " "
Widger, H.D.	200	1200	" " "
Yeaw, F.L.	100	1900	" " "

TOTAL INCREASES $5060

RECOMMENDATIONS FOR EXISTING POSITIONS IN COLLEGE

President Butterfield made the following recommendations concerning candidates for existing positions or for positions already authorized: --

Department	Title	Name	Salary	To take effect			Salary classification
Chemistry	Asst.Prof.	Ernest Anderson	$2000	Sept.1,	'12		Instruction
Chemistry	Assistant	#	840	"	"	"	"
Forestry	Professor	W.D.Clark	2500	"	"	"	"
Dairying	Instructor	Samuel Coons	1500	"	"	"	"
Pomology	Instructor	W.E.Chenoweth	1500	"	"	"	"
			$8340				

$ To be left to the President.

NEW POSITIONS IN COLLEGE

President Butterfield made the following recommendations concerning candidates for new positions, and asked authority to secure suitable persons for the same:

Department	Title	Maximum salary	To take effect	Salary classification
Agronomy	Instructor	$1500	Sept.1, 1912	Instruction
English	Instructor or Asst. Prof.	1500	" " "	"
	Instructor	1200	" " "	"
Library	Assistant	600	" " "	"
Physical Ed.	Assistant	300	" " "	"
Poultry Husb.	Instructor	750*	" " "	"
Dean's Office	Clerk	600	" " "	Administration
	Instruction,	$5850		
	Administration,	600		

* ½ - other half paid from Extension funds.

GRADUATE ASSISTANTS - COLLEGE

President Butterfield recommended that the same plan be followed as last year: namely, that he be authorized to employ such Graduate Assistants for the next college year as the funds will warrant. Following is a probable list of Graduate Assistants desired, with names reported so far as known, together with a statement of time to be devoted to college duties and rate of pay.

Department	Number	Name	Time	Salary
Chemistry	1	H. A. Noyes,	1/2	$ 420
	2	G. S. Fowler	1/2	420
	3		1/2	420
Zoology	1		1/2	420
Entomology	1		1/3	300
(Beekeeping)	2	I. W. Davis (?)	1/2	420
Botany	1	R. G. Smith (?)	1/3	300
	2		1/3	375
Agr.Economics	1	H. A. Turner (?)	1/2	420
				$3495

CHANGES IN ADMINISTRATION SALARIES

President Butterfield recommended the following schedule of salaries, same to be paid from funds for Administration:

Name	Title	Increase	Total salary	To take effect
F.C.Kenney,	Treasurer	$ 250	$3000	Sept.1, 1912.
E.M.Lewis,	Asst.Dean	750*	3000	" " "
P.B.Hasbrouck,	Registrar	100	2600	" " "
R.J.Watts,	Sec.to President	100	1700	" " "
		$1200		

*$150. Left to discretion of President. (Amount dependent on his Yale connections for the year.)

SUMMARY OF ADMINISTRATION FUNDS: 1913

Apportionment 1911-1912 - - - - - - - - - -	$27000
Salary increases - - - - - - - - - - -	1200
Cashier - - - - - - - - - - - - - - -	1200
Clerk, Dean's Office - - - - - - - - - - -	600
	$30000
Appropriation from State - - - - - - - - - -	$30000

CHANGES IN STATION SALARIES

President Butterfield recommended the following schedule of salaries, the same to be paid out of Station funds:

Name	Title	Increase	Total salary	To take effect
Alcock, J.R.	Asst. in Ani. Nutrition	$100	$ 700	July 1, '12.
Chapman, G.H.	Asst. Botanist	100	1750	" " "
Gaskill, E.F.	Second Asst. Agriculturist	120	1320	" " "
Howard, Miss	Stenographer	20	720	" " "
Howard, J.T.	Collector	120	960	" " "
Larrabee, E.A.	Asst. in Botany	120	960	" " "
Reed, J.C.	Asst. in Ani. Chemistry	120	1220	" " "
Ruprecht, R.	Assistant	160	960	" " "
Shaw, J.K.	Assistant Horticulturist	400*	1600	" " "
Smith, P.H.	In charge of Feed & Dairy	200	1900	" " "
Walker, L.S.	Assistant	200	1400	" " "
	Total Increase,	$1660		

Recommended:

Miss Grace E. Gallond, $600, transferred to the salary list. Receives at present $11.00 per week since January 22, 1912.

Recommended:

Employment of Howard A. Turner in place of Anderson, resigned, as graduate assistant under Shaw. Salary $360.

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* Professor Brooks recommended $200 increase.
President Butterfield recommended $400 increase.

CHANGES IN EXTENSION SERVICE SALARIES

President Butterfield recommended that a schedule of salaries in certain cases be authorized as follows, the same to be paid out of Extension Service funds:

Name	Title	Increase	Salary	To take effect
W. D. Hurd	Director	$200	$3800	Sept,1, 1912
E. D. Waid	Assistant Director	200	2200	" " "
G.F.E.Story	Ext. Instr. in Dairying and Animal Husbandry	300	1650	" " "
Mabel R.Case	Secretary	120*	900(?)	" " "
	Total,	$820		

*Recommended by the Director.

JUNE 17, 1912.

NEW POSITIONS IN EXTENSION SERVICE

President Butterfield recommended that the following positions be added to the staff of the Extension Service, salary payments to be charged to the Extension Service appropriation:

Name	Title	Salary	To take effect
O.A.Morton,	Extension Prof. Agr. Ed.	$ 2160	Sept.1, 1912
E.L.Morgan,	Community Adviser	2000	" " "
Arthur Dailey,	Supervisor of Correspondence	1000	" " "
H.J.Baker,	Farm Management	700	" " "
R.W.Rees,	Instructor in Pomology	1500	" " "
	Instructor in Poultry Husb.	750*	" " "
	Field Agents (To be arranged by President and Director)		
		$8110	

* One-half.

TENTATIVE APPORTIONMENT OF EXTENSION FUNDS

September 1, 1912 - September 1, 1913.

Funds available September 1, 1912 - September 1, 1913.

September, October, November of $20,000 appropriations,	$ 5000
December to August, inc., of $50,000 appropriations,	37500
Total	
To pay on deficit, - - - -	$42500
AVAILABLE FUNDS - - - --	5000
	$37500

ADMINISTRATION:			
Director's salary - - - - - - -	$ 3600		
Assistant Director's salary - - -	2300		
Travel (two men) - - - -- - -	1200		
Secretary to Director - - - - -	900		
Office - - - - - - - - - - -	1000		
Printing - - - - - - - - - -	1000		
Miscellaneous - - -- - - - - -	1000		
Stenographer (for Field Agents)- -	600		
Correspondence Clerk - - - - - -	600		12100
CORRESPONDENCE COURSES:			
Salary of Supervisor - - - - - -	$ 1000	A. Dailey	
Maintenance and Travel - - - - -	600		
Stenographer - - - - - - - - -	600		2200
EXHIBITS, LECTURES, EXTENSION SCHOOLS, ETC.			1000
DEMONSTRATION ORCHARDS:			
Salary of Instructor - - - - - -	$ 1500	R. W. Rees	
Travel - - - - - - - - - - -	500		
Trees, Spraying Outfits - - - - -	800		
Equipment - - - - - - - - - - -	100		2900
DAIRY IMPROVEMENT:			
Salary - - - - - - - - - - -	$ 1800	G.F.E. Story	
Travel - - - - - - - - - - -	500		
Equipment - - - - - - - - - - -	200		2500
AGRICULTURAL EDUCATION:			
Salary - - - - - - - - - - -	$ 2700	O. A. Morton	
Travel - - - - - - - - - - -	500		
Maintenance - - - - - - - - - -	1000		4200

Brought forward,		$24900
FARM MANAGEMENT (Cooperative position):		
Salary - - - - - - - - -	$ 700	H. J. Baker
Travel (estimated) - - - - -	400	$ 1100
COMMUNITY DEVELOPMENT:		
Salary - - - - - - - - - -	$2000	E. L. Morgan
Travel - - - - - - - - - -	500	
Equipment - - - - - - - - -	200	2700
SHORT COURSES:		
Winter School - - - - - - - -	$3000	
Summer School and Conference -	3500	6500
FIELD AGENTS:		
Hampshire County, with Northampton Board of Trade:		
Salary - - - - - - -	$ 750	
Travel - - - - - - -	150	
Worcester County		
Salary - - - - - - -	$ 600	
Travel - - - - - - -	200	
Barnstable County (Doolittle)		
Salary - - - - - - -	$ 300	
Travel - - - - - - -	100	2100
		$37300
Poultry Assistance - - - -	$ 750	750
		$38050

JUNE 17, 1912.

CHANGES IN TITLE

President Butterfield recommended the following changes of title, the same to take effect September 1, 1912: --

Name	Present Title	Proposed Title
Edward M. Levis,	Assistant Dean and Assistant Professor of Literature.	Associate Dean and Professor of Literature.
Alexander E. Cance,	Assistant Professor of Agricultural, Economics.	Associate Professor of Agricultural Economics.
Clarence E. Gordon,	Assistant Professor of Zoology and Geology.	Associate Professor of Zoology and Geology.
Sidney B. Haskell,	Assistant Professor of Agronomy.	Associate Professor of Agronomy.
Charles E. Peters,	Assistant Professor of Inorganic and Soil Chemistry.	Associate Professor of Inorganic and Soil Chemistry.

CHANGES IN EXPERIMENT STATION STAFF

President Butterfield reported the following changes in the Experiment Station staff: --

Name	Position	Successor to	Salary	To take effect
J. F. Merrill,*	Asst.Chemist		$900	
C. L. Perkins,#	" "	C. D. Kennedy	900	
Geo.R.Pierce,	" "	C. L. Perkins	840	Feb. 1, 1912
Carleton P. Jones	" "	R. W. Ruprecht**	840	Feb.12, 1912.

* Resigned December 16, 1911.

\# Resigned December 23, 1911.

** Transferred to Adams Fund work.

TOTAL SALARY FROM ALL SOURCES - June 1, 1912.

Name	Title	Proposed 1913	1912	1911	1910	1909	1908
Adams, H.S.	Assistant in Chemistry (C)	$ ---	$ 840	$ ---	$ ---	$ ---	$ ---
Alcock, J.R.	Assistant in Ani.Nutrition (S)	700	600	600	---	---	---
Allen, H.L.	Assistant in Chemistry (S)	780	780	720	720	---	---
Ashley, E.L.	Asst. Prof, of German (C)	1900	1700	1500	1500	1200	---
Baker, H.J.	Assistant in Agronomy (C & S)	---	840	---	---	---	---
Barker, Miss	Stenographer (C)	700	600	---	---	---	---
Bourne, A.I.	Assistant in Entomology (S)	1080	1080	960	960	---	---
Brooks, W.P.	Director of Exp.Sta. & Lect. (C & S)	3500	3500	3500	3500	3500	3500
Butman, C.A.	Instructor in Physics (C)	1350	1300	---	---	---	---
Butterfield, K.L.	President (C)	5000	5000	5000	4500	4500	4500
Caldwell, Miss	Clerk (C)	840	840	800	800	780	600
Cance, A.E.	Asst. Prof. of Agr.Economics (C)	2000	1800	1600	1300	1200	---
Case, Miss	Clerk (E)	900	780	600	---	---	---
Chamberlain, J.S.	Asso.Prof. of Chemistry (C)	2300	2100	2000	---	---	---
Chapman, G.H.	Assistant Botanist (S)	1750	1650	1400	1000	1000	720
Church, Mrs. L.	Clerk (S)	800	800	---	---	---	---
Crampton, G.C.	Asso.Prof. of Entomology (C)	1800	1800	1600	---	---	---
Crocker, Miss	Stenographer (S)	680	680	680	620	540	480
Duncan, C.R.	Instructor in Mathematics (C)	1550	1450	1300	1100	1000	---
Eyerly, E.K.	Asso.Prof. of Rural Sociology (C)	2000	1900	1800	1800	---	---
Felton, Miss	Stenographer (S)	720	720	---	---	---	---
Fernald, H.T.	Prof. of Entomology (C & S)	2900	2800*	2800*	2600	2600	2600
Fernald, C.H.	Hon.Director of Graduate School (C)	390	390	390	2750	2750	2600
Fisher, Miss	Stenographer (S & C)	600	600	---	---	---	---
Foord, J.A.	Prof. of Farm Administration (C)	3000	2850	2750	2750	2500	22[illegible]

* $200 as Acting Director of the Graduate School.
C - College. S - Station. E - Extension.

Name	Title	Proposed 1913	1912	1911	1910	1909	1908
Franklin, H.J.	In charge of cranberry invest.(S)	$1800	$1800	$1700	$1600	$1600	$---
Gage, Geo.E.	Asst.Prof. of Vet. Science (C)	1800	1700	---	---	---	---
Gaskell, Miss	Stenographer (C)	660	600	---	---	---	---
Gaskill, E.F.	Assistant Agriculturist (S)	1320	1200	1100	1000	900	800
Gates, B.N.	Asst.Prof. of Entomology(Bee) (C&S)	1400	1340	1240	---	---	---
Gelines, Miss	Clerk (C)	600	600	600	---	---	---
Gilbert, Miss	Stenographer (C)	600	600	540	480	---	---
Goessmann, Miss	Assistant in English (C)	600	600	600	---	---	---
Gordon, C.E.	Asst.Prof. of Zoology & Geology. (C)	2000	1800	1500	1300	1100	---
Graham, J.C.	Asso.Prof. of Poultry Husb. (C)	2300	2000	1800	---	---	---
Green. C.R.	Librarian (C & S)	1700	1600	1500	1200	1200	---
Harmount, W.L.	Instructor in French (C)	1300	1200	---	---	---	---
Harrison, A.K.	Instructor in Land. Gardening (C)	1400	1200	---	---	---	---
Hart, W.R.	Prof. of Agricultural Ed. (C)	2500	2500	2500	2300	2100	2000
Hasbrouck, P.B.	Prof. of Physics and Registrar (C)	2600	2500	2300	1250	2100	2000
Haskell, S.B.	Asst.Prof. of Agronomy (C)	2000	1800	1600	1500	1400	On leave
Haskins, H.D.	Chemist, Fertilizer Div. (S)	2000	2000	1900	1900	1700	1500
Hicks, C.S.	Asst.Prof. of Physical Ed. (C)	2000	2000	---	---	---	---
Holcomb, G.N.	Lecturer if Hist. and Govt. (C)	750	750	750	250	1500	1500
Holland, E.B.	Asso. Chemist in Research Div. (S)	2000	2000	2000	1900	1700	1600
Howard, Miss	Stenographer (S)	720	700	600	---	---	---
Howard, J.T.	Collector (S)	960	840	720	600	---	---
Hurd, W.D.	Director of Extension Work (E)	3800	3600	3500	3000	---	---
Jones, C.	Chemist (S)	840	840	---	---	---	---
Julian, A.N.	Instructor in German (C)	1200	1200	---	---	---	---
Kenney, F.C.	Treasurer (C & S)	3000	2750	2500	2250	2000	1800
King, Miss	Clerk (C)	660	660	---	---	---	---
Larrabee, E.A.	Assistant Botanist (S)	960	840	---	---	---	---
Lewis, E.M.	Assistant Dean (C)	3000	2250	---	---	---	---
Lindsey, J.B.	Prof. of Chemistry (C & S)	3000	3000	2500	2500	2500	2500

Name	Title	Proposed 1913	1912	1911	1910	1909	1908
Lockwood, W.P.B.	Asso.Prof, of Dairying (C)	$2350	$2150	$2000	$1800	$1700	$---
Machmer, W.L.	Instructor in Mathematics (C)	1350	1200	---	---	---	---
Mackimmie, A.A.	Asst.Prof. of French (C)	1800	1700	1400*	1300**	1300	1200
Martin, G.C.	Assistant in Math. & Commandant (C)	300	300	500	---	---	---
McLaine, L.S.	Grad.Asst.of Zoology & Geology (C)	---	500	360	---	---	---
McLaughlin, F.A.	Assistant in Botany (C)	960	840	---	---	---	---
McLean, J.A.	Asso. Prof. of Animal Husb. (C)	2300	2100	2100	---	---	---
Mills, G.F.	Dean (C)	2000	2000	3000	3000	3000	3000
Morse, F.W.	Research Chemist (S)	2000	2000	2000	---	---	---
Mudge, Miss	Clerk (C)	600	600	600	---	---	---
Neal, R.W.	Asso. Prof. of English (C)	2000	1800	1800	1600	1500	1400
O'Donnell, Miss	Stenographer (S)	620	620	620	560	---	---
Osman, A.V.	Asst. Prof, of Botany (C)	1800	1700	1600	1500	1500	1300
Ostrander, J.E.	Prof. of Mathematics (C)	2500	2500	2500	2500	2500	2500
Paige, J.B.	Prof. of Vet. Science (C & S)	2620	2500#	2500	2500	2500	2500
Parsons, S.R.	Assistant in Mathematics (C)	960	840	---	---	---	---
Peters, C.A.	Asst.Prof. of Chemistry (C)	2150	2000	---	---	---	---
Quaife, E.L.	Instructor in Animal Husb. (C)	1300	1200	---	---	---	---
Reed, J.C.	Assistant Chemist (S)	1220	1100	1100	900.	700	600
Regan, W.S.	Grad.Asst. in Entomology (C)	---	300	---	---	---	---
Rees, R.W.	Instructor in Pomology (C)	1500	1500	---	---	---	---
Ruprecht, R.W.	Assistant Chemist (S)	960	800	---	---	---	---
Russell, Miss	Clerk (C)	720	720	---	---	---	---
Sears, F.C.	Professor of Pomology (C & S)	2600	2500	2500	2500	2250	2000
Shaw, J.K.	Assistant Horticulturist (S)	1600	1200	1100	1000	900	---
Smith, P.H.	Chemist, Feed & Dairy Div. (S)	1900	1700	1600	1500	1300	1200
Smith, R.G.	Grad. Asst. of Botany (C)	---	300	---	---	---	---
Smulyan, M.T.	Grad. Asst. of Botany (C)	---	375	300	---	---	---
Sprague, R.J.	Prof. of Econ. & Sociology (C)	2750	2750	---	---	---	---

* $200 extra as Acting Assistant Dean.
** $100 extra as Acting Assistant Dean.
\# $200 extra as Acting Dean.
\#\# $200 extra as Acting Head of Div. of Hort

Name	Title	Proposed 1913	1912	1911	1910	1909	1908
Stone, G.E.	Prof. of Botany (C & S)	$2600	$2600	$2600	$2600	$2600	$2600
Story, G.F.E.	Extension Instr. in Dairying (E)	1800	1500	1500	---	---	---
Turner, W.A.	Assistant in Chemistry (C)	---	840	720	---	---	---
Waid, E.D.	Asst. Director of Ext. Work (E)	2200	2000	---	---	---	---
Walker, L.S.	Assistant Chemist (S)	1400	1200	1100	1000	900	---
Wattles, W.A.	Instructor in English (C)	1200	1200	---	---	---	---
Watts, R.J.	Secretary to the President (C)	1700	1600	1400	1200	780	600
Waugh, F.A.	Prof. of Landscape Card. (C & S)	3600	3000	3000	2900	2900	2500
Webb, Miss	Clerk (C)	720	720	600-660	---	---	---
Webster, Miss	Clerk (C)	800	800	720	660	600	---
Wellington, C.	Prof. of Chemistry (C)	2500	2500	2500	2500	2500	2500
White, C.H.	Field Agent (E)	400	400	1080	720	---	----
White, E.A.	Prof. of Floriculture (C)	2500	2500	2500	2250	2000	1800
Whiting, J.	Foreman, Dept. of Horticulture (C)	900	900	720	720	---	---
Widger, H.D.	Instructor in English (C)	1200	1000	---	---	---	----
Yeaw, F.L.	Asst.Prof. of Market Gardening (C)	1900	1800	---	---	---	---

MINUTES OF TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY.

Hotel Bellevue, Boston, Nov. 7, 1912, 1 p.m.

PRESENT: Messrs. Wheeler, Bowker, Dewey, Howe, and President Butterfield.

On recommendation of the sub-committee consisting of Mr. Wheeler and Mr. Gleason, to whom the question had been referred for report, it was

President Butterfield's Leave of absence

VOTED: That President Butterfield be granted a leave of absence with pay from March 1 to September 1, 1913, approximately, and that during his absence Associate Dean Lewis serve as Acting President, with such extra compensation as shall later be determined upon.

President Butterfield presented a copy of the existing by-laws of the Trustees and after discussion, it was

By-Laws

VOTED: To instruct the President to codify and present to the members of this committee at an early date, the by-laws of the corporation, with such suggestions and modifications as will indicate the present practices observed.

On recommendation of President Butterfield, it was

Department of Floriculture Additional assistance

VOTED: To authorize the President to employ additional teaching assistance in the department of floriculture for the ten weeks' course of 1913, at a cost of $250.

The Committee considered projects for increased current appropriation for instruction and approved the following:

No. 1,	Provision for salary increases and emergencies,	$5000.
2,	Superintendent of publicity - - - - - - -	2000.
20,	Assistant Professor of agricultural engineering	2000.
23,	Graduate assistants in various departments - -	1680.
24,	Lecturer in agronomy - - - - - - - - - -	1200.
36,	Instructor in landscape gardening - - - - -	1000.
43,	Assistant in botany - - - - - - - - - -	1000.
45,	Additional teaching assistance in chemistry - -	1080.
47,	Assistant professor of microbiology - - - -	2000.
48,	Instructor in zoology and geology, - - - -	1200.

No.51,	Clerk in library - - - - - - - - - - - -	$ 600.
56,	Assistant in physical education - - - - - -	800.
A.	Instructor in English - - - - - - - - - -	1200.
	TOTAL INCREASE APPROVED - - -	$2610.

MINUTES OF TRUSTEES COMMITTEE ON COURSE OF STUDY AND FACULTY.

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Hotel Bellevue, Boston, January 2, 1913, at 6 p.m.

PRESENT: Messrs. Wheeler, Bowker, Hosmer, Snedden, and President Butterfield.

President Butterfield presented a petition from Dr. Henry T. Fernald asking for a leave of absence; it was

VOTED: To recommend to the Trustees that Dr. Henry T. Fernald be granted a leave of absence with pay between the approximate dates of April 25 and September 15, 1913.

VOTED: To leave the consideration of the anticipated vacancy in the department of physics, to President Butterfield and Professor Hasbrouck, with power. Dept. of

Mr. Rahn and Mr. VanSuchtelen, possible candidates for positions in the department of microbiology, appeared before the committee; it was

VOTED: That the question of the engagement of additional teachers and investigators for the department of microbiology, be left to President Butterfield with power. Micro-

On recommendation of President Butterfield, it was

VOTED: That the sum of $100 be paid Mr. Lawrence S. Dickinson as assistant in the department of physical education for the months of January, February, and March, 1913. Dickinson.

Provided the necessary funds are available, it was

VOTED: That beginning January 1, 1913, the salary of Miss Georgia A. King be $720 per year.

That Miss Ada Chandler be transferred to the regular payroll at a salary of $840 per year, same to take effect January 1, 1913.

That Miss Marion Guertin be regularly employed at a salary of $600 per year, $100 of which will be paid by the State Board of Agriculture.

That beginning January 1, 1913, the salary of Miss Bridie E. O'Donnell be $720 per year, $620 to be charged to Experiment Station, and $100 to Instruction accounts.

That beginning January 1, 1913, the salary of Miss Lillian M. Gelinas be $660 per year.

---- LIST OF COMMITTEE MEETINGS ----

Trustees Committee on COURSE OF STUDY AND FACULTY.

Date	Place	Notices sent	Minutes	Remarks
1909. June 18	Exchange Club	June 14,	O. K.	
July 23,	Amherst (at Pres. Butterfield's house)	July 12,	O. K.	
1910 Jan. 6,	University Club	Dec. 29,'09	O. K.	
June 14,	University Club,	June 10,	O. K.	
Aug. 13,	Pres. Office, Amherst		O. K.	
Nov. 3,	University Club		O. K.	
1911 Jan. 5,	Hotel Bellevue	Dec.31,'10	O. K.	
Jan. 20,	Algonquin Club	Jan. 18,	O. K.	
June 14	Hotel Bellevue	June 10,	O. K.	
June 21	Pres. Office, Amherst	By agreement	O. K.	
Nov. 2	University Club	Oct. 27	O. K.	
1912 Feb. 1-2	Hotel Bellevue	Jan. 27	O. K.	
March 1	Hotel Bellevue	Feb. 27	O. K.	
March 21	Hotel Bellevue	March 18	O. K.	
June 17	Pres.Office, Amherst	June 11	O. K.	
Nov. 7	Hotel Bellevue	Nov. 4	O. K.	

MINUTES OF TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY.

President's Office, Amherst, April 28, 1914, 5 p.m.

PRESENT: Messrs. Wheeler, Bowker, Hosmer, Howe, President Butterfield, and Professor Lewis.

President Butterfield reported that Mr. Samuel R. Parsons had resigned as Assistant in Mathematics, and it was

Resignation of Mr. S. R. Parsons

VOTED: That Acting President Lewis be authorized to fill the vacancy caused by the resignation of Mr. Samuel R. Parsons, on recommendation of the head of the department of mathematics, at a salary of $840 a year.

Vacancy in Dept. of Mathematics

President Butterfield read a communication from Captain George C. Martin, tendering his resignation as Professor of Military Science and Tactics, the same to take effect on or about October 1, 1914, Captain Martin expressed his appreciation of the attitude of the Trustees toward him during his eight years of service. It was

Resignation of Captain G.C.Martin.

VOTED: To accept the resignation of Captain George C. Martin as Professor of Military Science and Tactics, and to request the President to indicate to Captain Martin the complete appreciation, on the part of the Trustees, of the high order of service which Captain Martin has rendered by his loyalty to the best interests of the College, and of the pleasant personal relationships that have been established during his years of service.

President Butterfield presented the name of Lieut. Henry W. Fleet, 1st Lieutenant of the 19th Infantry,

U. S. A., as a suitable candidate for the position to be vacated by Captain Martin, and it was

Detail of Lieut. H. Fleet.

VOTED: To authorize the President to request the War Department to detail Lieutenant Fleet as Professor of Military Science and Tactics at this institution.

On recommendation of the President, it was

R. W. Neal Leave of absence.

VOTED: That Professor Robert W. Neal be granted a leave of absence with pay during the first semester of the college year 1913-14.

Professor Hicks presented a plan for the control of intercollegiate athletics. After discussion it was

VOTED: To recommend to the Trustees at their next meeting the adoption of the plan proposed by Professor Hicks, the plan to be effective September 1, 1913. (Following is a statement of the plan.)

1. The body administering Intercollegiate Athletics shall be known as "The Joint Committee on Intercollegiate Athletics";being created as such by the Trustees of the College.

2. Intercollegiate Athletic affairs shall be administered by the joint committee; the Physical Director, by virtue of his office, being the executive officer of the committee. This body shall govern all matters of finance, fields, constructions, and athletic policy.

Control of athletics.

3. The Physical Director shall have direct supervision over all athletic activities of the college other than intercollegiate.

4. The joint committee shall be composed of the following members: the student managers of football, baseball, track, hockey, and tennis; two members of the faculty appointed by the President of the college; three alumni of the college; the Physical Director and the President of the college ex officio.

5. The alumni members shall be chosen as follows:--

One appointed by the President of the College,
Two elected by the Associate Alumni.

6. This joint committee shall complete its own organization for the transaction of business and make its own by-laws subject to the approval of the Trustees of the College, except that the Secretary of the joint committee shall be an alumnus of the college residing in Amherst and connected with the college.

7. One member of the joint committee, [illegible] by the committee, the Physical Director, the Secretary, and the student manager of the sport in question shall constitute an executive committee, governing the activities of that sport.

8. The Treasurer of the college shall be the custodian of all moneys, and shall hold all athletic funds subject to the order of the executive officer of the joint committee.

General Statement.

1. It is understood that the public athletic activities of all individual students shall be regulated by such rules and regulations as may be made from time to time by the faculty.

2. It is understood that the Trustees either by vote or acting through the President of the College reserve the power of veto over any action of this Committee.

3. It is understood that this Committee shall recognize and conform to the regulations of the Faculty concerning length of athletic seasons, absence of players from College, and the discontinuance of any sport.

4. All plans for construction work made by the Committee are subject to the approval of the Trustees of the College before actual construction is begun.

The President stated that from a number of departments there have come requests for substantial increases in the salaries of clerical employees, and he recommended that these matters be referred to the Trustees' Committee on Finance. After discussion it was

Salaries of Clerks.

VOTED: To request the Committee on Finance to consider the various applications for increases in salaries of clerical employees and to report to the Trustees such plan of classification of work and adjustment of salaries as seems wise to the Committee, and suggested that hereafter questions

affecting the salaries of clerical employees should be handled by the Committee on Finance.

President Butterfield reported the engagement of the two gentlemen named below, for the positions named, in accordance with previous votes of the Trustees, the same to take effect September 1, 1913.

F. H. van Suchtelen, Assistant Professor of Microbiology, $1600.

Harold E. Robbins, Assistant Professor of Physics, $1600.

On recommendation of President Butterfield, it was

VOTED: To employ Miss Olive M. Turner as clerk in the Registrar's office in place of Miss G.A. King, resigned, at a salary of $660 per year, the same to take effect June 15, 1913.

Employment of Miss Turner

President Butterfield reported the following schedule for the employment of graduate assistants for the college year 1913-14. It was

VOTED: To approve the schedule for the employment of graduate assistants for the year 1913-14 presented by President Butterfield, the Acting President being authorized to make such additions or changes in personnel as may seem wise, provided the total amount to be expended for this purpose shall be approximately as voted herewith.

Graduate Assistants, as 1913-14.

Continuation of Present Assistants.

Name.	Department.	Salary 1913-14.
I.W. Davis,	Beekeeping,	$ 480.
G.S. Fowler,	Chemistry,	480.
R.G. Gates,	Chemistry,	480.
J.F. Martin,	Entomology,	300.
H.A. Noyes,	Chemistry,	480.
R.G. Smith,	Botany,	750.
		$2970.

New Assistants Already Appointed.

Name.	Department.	Salary 1913-14.
R.J. Borden,	Floriculture,	$ 420.
H.W. Hillary,	Landscape Gardening,	420.
A. Itano,	Microbiology,	420.
E. Davies,	Microbiology,	420.
C. G. Baird,	Agricultural Economics,	420.
		$2100.

Additional Assistants Recommended.

----------	Agronomy,	$ 420.
----------	Chemistry,	420.
		$ 840
	Total, ----------	$ 2940.

President Butterfield made the following statement relative to new positions that he would recommend for the ensuing college year with proposed salaries attached.

New Positions. 1913-14

Position.	Proposed Salary
Associate Professor of Agricultural Engineering, - -	$ 2000
Assistant in Botany, - - - - - - - - - - - -	1000
Instructor in Zoology and Geology, - - - - - - -	1200.
Assistant in Physical Education, - - - - - - - -	840.
Assistant in the Library, - - - - - - - - - -	800.
Stenographer, Division of Agriculture, - - - - -	600.
Stenographer, Division of the Humanities, - - - -	600.
	$ 6940.

After discussion, and on recommendation of the President it was

VOTED: To authorize the employment of an instructor in zoology and geology at a salary not to exceed $1200 a year, the same to take effect September 1, 1913; and of an assistant in physical education at a salary of $840 a year, the same to take effect July 1, 1913; provided that the legislative appropriations now pending are sufficient to meet these salaries.

It was also

VOTED: That the decision in regard to the other positions mentioned in the schedule be postponed until September.

President Butterfield recommended the following salary increases to take effect September 1, 1913. He explained that it would be practically impossible to make these increases of salaries unless the state appropriation for instruction was increased by the present legislature. Salary increases, 1913-14.

After discussion, it was

VOTED: To recommend to the Trustees at the June meeting that this schedule of salary increases be adopted to take effect September 1, 1913, provided the increase in the state appropriation will warrant the chnages in salaries; and further that the Committee on Course of Study and Faculty be authorized to make such changes in this list of salaries as may seem to them wise at the beginning of the next college year, approximately September 1, 1913.

It was

VOTED: To authorize the President to communicate with the employees concerned in this salary schedule, stating the the Committee would recommend an increase in salary, but that the increase was entirely contingent upon enlarged state appropriations, and that the fact of theincrease and the amount, cannot be fully determined until the September meeting of the Committee.

SALARY INCREASES RECOMMENDED TO TAKE EFFECT SEPTEMBER 1, 1913.

COLLEGE.

Name.	Department.	Present Salary.	Increase Proposed.	Total Proposed.
Anderson, E.	Chemistry,	$2000	$ 150	$2150
Ashley, E. L.	German,	1900	100	2000
Brown, A. A.	Poultry Husbandry,	1200	100	1300
Bogue, R. H.	Chemistry,	840	120	960
Cance, A. E.	Agricultural Economics,	2000	150	2150
Chamberlain, J.S.	Chemistry,	2300.	200	2500
Chenoweth, W.W.	Pomology,	1500	100	1600
Crampton, G.C.	Entomology,	1800	200	2000
Duncan, C.R.	Mathematics,	1550	50	1600
Fernald, H.T.	Entomology,	2900	100	3000
Foord, J.A.	Agriculture,	3000	100	3100
Gage, G. E.	Veterinary Science,	1800	300	2100
Gates, B. N.	Beekeeping,	1400	100	1500
Goessmann, Miss	English,	600	120	720
Gordon, C. E.	Zoology & Geology,	2000	150	2150
Graham, J.C.	Poultry Husbandry,	2300	200	2500
Green, C. R.	Library,	1700	100	1800
Hagmount, W.L.	French,	1300	100	1400
Harrison, A. K.	Landscape Gardening,	1400	200	1600
Hasbrouck, P. B.	Physics,	2600	100	2700
Haskell, S. B.	Agronomy,	2000	200	2200
Hicks, C. S.	Physical Education,	2000	100	2100
Julian, A. N.	German,	1200	200	1400
Kenney, F. C.	Treasurer's Office,	3000	200	3200

Name	Department.	Present salary.	Increase Proposed.	Total proposed.
Lewis, E. M.	Dean's Office	$2400	$600	$3000
Lockwood, W.P.B.,	Dairying	2350	150	2500
Machmer, W.L.	Mathematics,	1350	150	1500
Mackimmie, A.A.	French,	1800	200	2000
McDonald, E.M.	Agronomy,	1500	100	1600
Neal, R. W.	English,	2000	150(Feb'14)	2150
Osmun, A. V.	Botany,	1800	100	1900
Peters, C.A.	Chemistry,	2150	150	2300
Prince, W. E.	English,	1200	150	1350
Quaife, E.L.	Animal Husbandry,	1300	200	1500
Sears, F. C.	Pomology,	2600	400	3000
Smith, H. E.	English,	1400	100	1500
Sprague, R. J.	Economics & Sociology,	2750	100	2850
Wattles, W. A.	English,	1200	150	1350
Watts, R. J.	President's Office,	1700	100	1800
White, E. A.	Floriculture,	2500	100	2600
			$6290.	

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The following changes in academic titles were recommended by the Trustees, and it was

VOTED: To make disposition of this recommendation similar to that made for the changes in salaries.

Changes in Academic Titles to take effect September 1, 1913

Name	Department.	Present title.	Proposed title.
Chamberlain, J.S.	Chemistry	Associate Professor	Professor.
Chenoweth, W.W.	Pomology	Instructor	Assistant Professor
Gage, G. E.	Vet. Science,	Assistant Professor	Associate Professor
Graham, J. C.	Poultry Husb.	Associate Professor	Professor
Harrison, A. K.	Landscape Gard.	Instructor,	Assistant Professor
Lockwood, W.P.B.	Dairying,	Associate Professor	Professor
McDonald, E.L.	Agronomy,	Instructor,	Assistant Professor

President Butterfield presented the general question of celebrating the 50th anniversary of the opening of the College, and it was

Fiftieth Anniversary.

VOTED: As the sense of the Committee that Dr. Frederick A. Tuckerman be requested to prepare a history of the College to be completed in 1917, and that President Butterfield be authorized to negotiate with Doctor Tuckerman to this end.

It was

VOTED: To request the faculty to appoint a committee to act as a provisional general committee and to meet with this committee to consider details of the plan for celebrating the 50th anniversary.

MINUTES OF TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY.

Hotel Bellevue, Boston, Mass., April 30, 1913, at 7:00 p.m.

PRESENT: Messrs. Wheeler, Bowker, Dewey, Hosmer, Howe, and Acting-President Lewis.

The committee considered various recommendations from the Faculty relative to the adoption of new courses and new majors.

It was

VOTED: To approve the adoption of a major course in microbiology, as outlined by Doctor Marshall, and as approved by the faculty. — Major in Microbiology.

VOTED: That the recommendation relative to establishing a major in mathematics be referred to the head of the department of mathematics for further consideration with the chairman of the Trustees' Committee on Course of Study and Faculty. — Major in Mathematics.

VOTED: To adopt the recommendation that the major in general horticulture be discontinued after the present college year. — Major in General Horticulture.

VOTED: To adopt the course, as recommended, in mensuration and computation, to be given by Mr. Machmer of the department of mathematics. — Mathematics

VOTED: Not to adopt the recommendation of the faculty that a course in Italian be announced and offered for the next college year. — Italian.

VOTED: That a course in evolution be offered the next college year, to be given by Doctor Crampton of the department of entomology. — Evolution.

VOTED: To adopt the recommendation that the following courses in microbiology be established beginning the next fiscal year:-- — Microbiology

1. Morphological, Cultural, and Physiological Microbiology.
2. Agricultural Microbiology.

3. Advanced Morphological, Cultural and Physiological Microbiology.
4. Advanced Agricultural Microbiology.
5. Soil Microbiology.
6. Dairy Microbiology.
7. Food Microbiology.
8. Hygienic Microbiology.

VOTED: To approve the following courses to be given by the department of veterinary science, these courses to be established in place of courses now given by that department:

Veterinary Science.

1. Veterinary Hygiene and Stable Sanitation.
3. Comparative (Veterinary) Anatomy.
5. Essentials of General Pathology.
7. Avian Pathology (Course in Poultry Diseases).
2. General Veterinary Pathology, Materia Medica and Therapeutics.
4. Theory and Practice of Veterinary Medicine; General, Special and Operative Surgery.
6. Essentials of General Animal Pathology.

Major in Rural Journalism.

A discussion followed as to the advisability of establishing a major in Rural Journalism; no vote was taken, but it was the sense of the committee that such a major should not be introduced at present.

Acting-President Lewis stated that Dr. George E. Gage had been made a flattering offer from another institution. After careful consideration, it was

Relative to Dr. G.E. Gage.

VOTED: That under the circumstances this committee does not feel justified at this time to reconsider the adjustment of salary for Dr. George E. Gage, as provided for by vote of this committee at a meeting held April 22.

It was the wish of the committee that in communicating this decision to Doctor Gage, the Acting-President indicate that the committee highly appreciate

the work of Doctor Gage, that they trust that he will decide to remain at the college, and that they will try as soon as finances will permit to authorize a salary which will more nearly represent their opinion of his worth to the institution, but that they feel, however, in the absence of President Butterfield that they are not justified in agreeing upon the amount of salary which will eventually be paid him.

MINUTES OF TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY

Hotel Bellevue, Boston, September 25, 1913, at 1:30 p.m.

PRESENT: Messrs. Wheeler, Bowker, Howe, President Butterfield and Acting President Lewis.

It was

VOTED: To accept the resignation of Professor Edward A. White, as head of the department of floriculture, the same to take effect September 15, 1913. Resignation of E. A. White.

VOTED: To approve the appointment of Mr. Frank N. Blanchard as instructor in zoology and geology at a salary of $1050 per year the same to take effect September 1, 1913. Frank N. Blanchard

VOTED: To approve the appointment of Mr. John L. Byard as superintendent of the apiary at a salary of $1,000 per year, the same to take effect September 1, 1913. John L. Byard.

President Butterfield stated that on account of the existing conditions in the Dean's Office, it seemed necessary to employ an experienced person to assist in the work of that office, and it was

VOTED: To approve the appointment of Miss Bertha E. Christiansen as assistant to the Dean for one year at a salary of $900, the same to take effect September 1, 1913, and to be charged to Administration account. Miss Bertha E. Christiansen.

It was

VOTED: That the following salary increases take effect December 1, 1913, Salary Increases.

Furthermore, that the fact that these increases are authorized for December 1st instead of September 1st, shall not prejudice the committee in considering further salary increased to take effect September 1, 1914, and

Further, that it is not intended that this

departure from the established custom shall be regarded as a precedent.

Salary increases to take effect September 1, 1913.

Name	Department.	Present Salary.	Increase Proposed	Total Proposed
Anderson, E.,	Chemistry,	$2000.	$150.	$2150.
Ashley, E.L.,	German,	1900.	100.	2000.
Brown, A.A.,	Poultry Husbandry,	1200.	100.	1300.
Bogue, R.H.,	Chemistry,	840.	120.	960.
Cance, A.E.,	Agricultural Economics,	2000.	150.	2150.
Chamberlain, J.S.,	Chemistry,	2300.	200.	2500.
Chenoweth, W.W.,	Pomology,	1500.	100.	1600.
Crampton, G.C.,	Entomology,	1800.	200.	2000.
Duncan, C.R.,	Mathematics,	1550.	50.	1600.
Fernald, H. T.,	Entomology,	2900.	100.	3000.
Foord, J.A.,	Agriculture,	3000.	100.	3100.
Gage, G. E.,	Veterinary Science,	1800.	300.	2100.
Goessmann, Miss,	English,	600.	120.	720.
Gordon, C. E.,	Zoology and Geology,	2000.	150.	2150.
Graham, J. C.,	Poultry Husbandry,	2300.	200.	2500.
Green, C. R.,	Library,	1700.	100.	1800.
Harmount, W.L.,	French,	1300.	100.	1400.
Harrison, A.L.,	Landscape Gardening,	1400.	200.	1600.
Hasbrouck, P.B.,	Physics,	2600.	*100.	2700.
Haskell, S.B.,	Agronomy,	2000.	200.	2200.
Hicks, C.S.,	Physical Education,	2000.	100.	2100.
Julian, A.N.,	German,	1200.	200.	1400.
Kenney, F.C.,	Treasurer's Office,	3000.	200.	3200.

*Charged to Administration Account.

Name.	Department.	Present Salary.	Increases Proposed.	Total Proposed.
Lockwood, W.P.B.,	Dairying,	$ 2350.	150.	2500.
Machmer, W.L.,	Mathematics,	1350.	150.	1500.
Mackimmie, A.A.,	French,	1800.	200.	2000.
McDonald, E. M.,	Agronomy,	1500.	100.	1600.
McLaughlin, F. A.,	Botany,	960.	120.	1080.
Neal, R. W.,	English,	2000.	150. (Feb. '14)	2150.
Osmun, A. V.,	Botany,	1800.	100.	1900.
Peters, C. A.,	Chemistry,	2150.	150.	2300.
Prince, W. E.,	English,	1200.	150.	1350.
Quaife, E. L.,	Animal Husbandry,	1300.	200.	1500.
Sears, F. C.,	Pomology,	2600.	400.	3000.
Smith, H. E.,	English,	1400.	100.	1500.
Sprague, R. J.,	Economics & Sociology,	2750.	100.	2850.
Wattles, W. A.,	English,	1200.	150.	1350.
*Watts, R. J.,	President's Office,	1700.	100.	1800.

Total increase Chargeable to instruction, - - $5260.
Total increase Chargeable to Administration - 400.

*Charged to Administration Account.

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It was

VOTED: To make the following promotions, the same to take effect September 1, 1913:

Changes in Title to take effect September 1, 1913.

Changes in Title.

Name.	Department.	Present Title.	Proposed Title.
Chamberlain, J. S.,	Chemistry,	Associate Professor,	Professor,
Chenoweth, W. W.,	Pomology,	Instructor,	Associate Professor,
Gage, G. E.,	Vet. Science,	Assistant Professor,	Associate Prof.
Graham, J. C.,	Poultry Husb.,	Associate Professor,	Professor.
Harrison, A. K.,	Landscape Gard.,	Instructor,	Assistant Professor.
Lockwood, W.P.B.,	Dairying,	Associate Professor,	Professor.
McDonald, E. M.,	Agronomy,	Instructor,	Assistant Professor.

The Committee considered the salary of Dean Lewis, and also his relation to Yale University, and it was

Services of E. M. Lewis at Yale.

VOTED: To defer action on the salary of Professor Lewis until the October meeting of the Board of Trustees.

On recommendation of President Butterfield, it was

E. J. Canning.

VOTED: To employ Mr. E. J. Canning as temporary instructor in floriculture at a salary of $200 per month, the same to take effect September 1, 1913.

Graduate Assistant in Rural Sociology.

VOTED: To recommend the employment of a graduate assistant in rural sociology for one-half time at the rate of $420 per year, to take effect October 1, 1913.

R. G. Smith.

VOTED: That beginning September 1, 1913, Mr. R.G. Smith give full time as assistant in the department of botany at a salary of $1080 per year.

Head of Dept. of Rural Engineering.

VOTED: To recommend to the Trustees that Acting President Lewis and Professor Foord be authorized to present to the Trustees' Committee on Course of Study and Faculty a candidate for the head of a department of rural engineering, and that said committee be authorized to engage such a person at a salary not to exceed $2,500 a year, same to take effect December 1, 1913.

And further, that the sub-committee on apportionment be authorized to make such an apportionment for equipment and maintenance of such a department as may be necessary for the first year.

Instructor in Dairying.

VOTED: To recommend to the Trustees the employment of an instructor in dairying at a salary not to exceed $1200 per year, his services to begin approximately December 1, 1913.

The Committee considered the question of establishing a major in the division of rural social science, and it was

VOTED: To defer action on this matter until the October meeting of the Trustees. Major in Rural Social Science.

It was

VOTED: To lay on the table the question of the transfer of the work in cow testing for advanced registry from the supervision of the experiment station to the supervision of the college department of animal husbandry. Advanced Registry.

The Committee received a report of progress relative to the codification of the By-Laws of the Trustees.

MINUTES OF TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY.

Hotel Bellevue, Boston, January 7,1914, at 6:45 p.m.

PRESENT: Messrs. William Wheeler, Bowker, Dewey, Hosmer, O'Donnell, and Acting President Lewis.

VOTED: To recommend to the Trustees the appointment of Mr. Arno H. Nehrling as Assistant Professor of Floriculture and Head of the Department of Floriculture, at a salary of $2500 per year, same to take effect approximately February 1,1914. Appointment of A. H. Nehrling.

VOTED: To recommend to the Trustees that employees of the Extension Service of the grade of instructor and above, be members of the faculty without voting power. Members of Faculty.

That it is the sense of this committee that similar recognition should be made of Experiment Station employees, and that the Director be asked to present his views of the situation.

VOTED: To recommend to the Trustees that Mr. Lawrence S. Dickinson be engaged to assist in the department of Physical Education from January 1 to April 1, 1914, and that for this work he be allowed extra compensation to the amount of $100. Extra Compensation, L. S. Dickinson.

VOTED: To recommend to theTrustees that an instructor in dairying be employed at a salary of $1600 per year, the appointment to be made subject to the approval of the Committee on Course of Study and Faculty. Instructor in Dairying.

VOTED: To recommend to the Trustees that the major in Rural Social Science be adopted as submitted. Major in Rural Social Science.

VOTED: To recommend to the Trustees that beginning February 1, 1914, the salary of Mr. B. C. Georgia, instructor in market gardening, be at the rate of $1200 per year. Salary of B.C.Georgia.

VOTED: To refer the question of titles of clerical employees of the institution to a sub-committee composed of Mr. Hosmer, Mr. O'Donnell, and the Acting President. Titles of Clerks.

VOTED: To lay on the table the project for a major course in the Department of Mathematics. Major in Mathematics.

<u>VOTED</u>: That Mr. Hosmer, Mr. Bowker, and Mr. Watts be requested to codify the by-laws of the Trustees and present a report at the June, 1914, meeting of the Trustees. By-laws.

MINUTES OF TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY.

Hotel Bellevue, Boston, June 12,1914, at 4:30 p.m.

PRESENT: Messrs. William Wheeler, Bowker, Dewey, Hosmer, Howe, O'Donnell, and President Butterfield; Professor Lewis was also present.

It was

VOTED: That the President be authorized to extend an official invitation to the Association of American Colleges and Experiment Stations to hold the Graduate School of Agriculture at the Massachusetts Agricultural College in the summer of 1916. And further

That the President be requested to present to the Trustees' Committee on Course of Study and Faculty a project covering the cost, necessary personal assistance, and other facts bearing on the obligation of the college if the invitation is accepted. And further

That the Trustees' Committee on Course of Study and Faculty be empowered to make such arrangements and incur such expenditures as may be necessary to the carrying on of the school.

Graduate School of Agriculture, 1916.

The question of Miss Goessmann's relation to the college was discussed at length, and it was

VOTED: That the President and Associate Dean be requested to report to this Committee on the instruction needs of the department of English and on the division of work in the department for the next college year; whether in this plan there is work which Miss Goessmann can do advantageously, and if so what compensation this service would require.

Miss Goessmann.

VOTED: That the President and Associate Dean investigate the work which Miss Goessmann has done during the present college year, and if it appears that the amount of work required of her has been excessive, what extra compensation the college should pay her on this account.

MINUTES OF MEETING OF TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY

M.A.C., Amherst, July 22, 1914, at 12:30 P. M.

PRESENT: Messrs. Wm. Wheeler, Dewey, Tucker, Hosmer, Howe and President Butterfield.

On recommendation of the President it was

VOTED: To recommend to the Trustees that the resignation of Mr. Willard A. Wattles as instructor in English be accepted. W.A.Wattles: Resignation.

On recommendation of the President it was

VOTED: To recommend to the Trustees that Mr. Frank P. Rand be employed as instructor in English at a salary of $1000. F.P. Rand: Appointment.

On recommendation of the President it was

VOTED: To recommend to the Trustees that the title of George F. Mills be "Dean Emeritus". G.F.Mills: Title.

On recommendation of the President it was

VOTED: To recommend to the Trustees that Prof. F. M. Lewis be paid $1,000 extra for his services as Acting President during the year 1913-14. F.M. Lewis.

On recommendation of the President it was

VOTED: To recommend to the Trustees that Prof. F. M. Lewis be made Dean of the College. F.M.Lewis: Title.

On recommendation of the President it was

VOTED: To recommend to the Trustees that the professional title of F. M. Lewis be "Professor of Languages and Literature."

On recommendation of the President it was

VOTED: To recommend to the Trustees that the extent and time of the vacation of the assistant to the Dean be left to the judgment of the Dean with the approval of the President. Asst.to Dean: Vacation.

Dr. Marshall appeared before the Committee and pre-

sented a recommendation relative to the permanent organization of the Graduate School and courses of study to be offered for advanced degrees. After a lengthy discussion it was

Graduate School.

VOTED: To recommend to the Trustees the adoption of the following plan of organization of the Graduate School.
(See outline with Minutes of Trustees, July 23)

It was also

VOTED: To approve courses given in the following departments for advanced degrees:
(See outline with Minutes of Trustees, July 23)

In accordance with the resolution of this committee of June 12, 1914, the President and Professor Lewis made a report concerning the amount of work carried by Miss Goessmann during the past college year, and presented a statement concerning the work in English which might be done by Miss Goessmann during the next college year; after discussion it was

Miss Goessmann.

VOTED: To recommend to the Trustees that on account of additional work done by Miss Goessmann in the Department of Languages and Literature during the college year 1913-1914, extra compensation in the amount of $150 be paid her.

That Miss Goessmann be engaged for one year as an instructor, at a salary of $1000. to carry on work in the Department of Languages and Literature under the direction of Professor Lewis.

On recommendation of the President, it was

Agronomy Course.

VOTED: To recommend to the Trustees that a new course in Agronomy called "Field Crops - Breeding" be adopted.

On recommendation of the President it was

W.P. Lockwood. Salary.

VOTED: To recommend to the Trustees that beginning July 1, 1914, $800 of the salary of Professor William P. B. Lockwood be charged to Extension Service Account.

On recommendation of the President it was

VOTED: To recommend to the Trustees, that the office of secretary of the college be created and that in this office there be organized as rapidly as possible the clerical and secretarial work of this institution, much in the same fashion as the Treasurer organizes and administers the property and financial interests of the institution; and further

Secretary of the College.

That Mr. Ralph J. Watts be elected Secretary of the college at a salary of $2,000 per year, with membership on the faculty; to serve also as private secretary to the President; and to have such other duties as from time to time may be prescribed by the President, or voted by the Trustees.

On recommendation of the Horticultural Committee, it was

VOTED: To recommend to the Trustees that there be employed a man in Market Gardening of a high enough grade of efficiency to command a salary of approximately $3500, but not exceeding that figure.

Head of Dept. of Market Gardening.

It was

VOTED: To recommend to the Finance Committee the following salary increases to take effect September 1, 1914.

Salaries:

Name	Increase	Total
ADMINISTRATION ACCOUNT.		
Edward M. Lewis,	$350.	($12[illegible].from $2750. Yale)
Fred C. Kenney,	400.	3600.
Philip B. Hasbrouck,	100.	2800.
Ralph J. Watts,	200.	2000.
Miss Christiansen,	100.	1000.
INSTRUCTION ACCOUNT.		
E. Anderson,	150.	2300.
R. H. Bogue,	120.	1080.
A. E. Canse,	150.	[illegible]250.
W. W. Chenoweth,	150.	1750.
C. Coons,	150.	1650.
C. R. Duncan,	50.	1650.
J. A. Foord,	100.	[illegible]
G. E. Gage,	[illegible]	[illegible]
C. E. Gordon,	[illegible]	[illegible]
H. E. Gore,	100.	[illegible]
J. C. Graham,	150.	[illegible]650.
C. R. Green,	100.	[illegible]

W. L. Harmount,	[illegible]	1450.
A. K. Harrison,	100.	[illegible]
S. B. Haskell,	150.	[illegible]
B. A. Hazeltine,	[illegible]	[illegible]
C. [illegible] Hicks,	150.	[illegible]
Miss Jefferson,	480.	[illegible]
A. N. Julian,	100.	1500.
W.P.B. Lockwood,	150.	2650.
W. L. Machmer,	100.	1600.
A. A. Mackimmie,	150.	2150.
C. E. Marshall,	200.	3800.
E. M. McDonald,	100.	[illegible]
F. A. McLaughlin	120.	1200.
A. V. Osmun,	100.	[illegible]
C. A. Peters,	100.	2400.
W. E. Prince,	100.	1450.
E. L. Quaife,	100.	1600.
H. E. Robbins,	100.	1700.
H. E. Smith,	100.	1600.
F. H. Van Suchtelen,	200.	1800.

It was

VOTED: To recommend to the Trustees the following graduate assistants for existing positions for 1914-1915:

Present Positions.	Personnel for 1915.	Proportion of time.	Salary, 1915.
Agronomy,	Russell F. Lund,	One-half,	$480.
Floriculture,	----------	One-half,	420.
Landscape Gardening,	----------	One-half,	420.
Chemistry,	Paul Serex, Jr.,	One-half,	480.
	Harold A. Robinson,	One-half,	[illegible]
	S. P. Miller	One-half,	[illegible]
	F. C. Gurley	One-half,	420.
Microbiology,	Arao Itano,	One-half,	480.
	Ernest L. Davies,	One-half,	[illegible]
Agri. Economics,	Carl J. Strand,	One-half,	[illegible]
Rural Sociology,	----------	One-half,	420.

It was

VOTED: To recommend to the Trustees the following new positions:

Instructor in Entomology, 1200.
Assistant in Physics, [illegible].

Graduate Assistants:

1. Agricultural Economics, One-half 420.
2. Agricultural Education, One-half 420.
3. Rural Sociology, One-half 420.
4. Animal Husbandry, One-half 420.

It was

VOTED: To recommend to the Trustees the following changes in titles:

Name	Department	Present Title	New Title.
E. L. Quaife,	Animal Husb.	Instructor	Asst. Professor
F. H. Van Duchtelen	Microbiology	Asst. Professor	Asso. Professor
E. Anderson	Chemistry	Asst. Professor	Asso. Professor
R. H. Bogue	Chemistry	Assistant	Instructor
A. H. Nehrling	Floriculture	Asst. Professor	Asso. Professor
B. M. Gates	Beekeeping	Asst. Professor	Asso. Professor
J. M. Duncan	Mathematics	Instructor	Asst. Professor
W. L. Machmer	Mathematics	Instructor	Asst. Professor
A. V. Osmun	Botany	Asst. Professor	Asso. Professor
F. A. McLaughlin	Botany	Assistant	Instructor
Miss Ada M. Chandler	Library		Cataloguer
Miss Clarissa G. Babcock	Library		Assistant
Miss Lena Chapman	Library		Assistant

MINUTES OF TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY.

Hotel Bellevue, Boston, November 5, 1914, at 1 o'clock.

PRESENT: Messrs. Bowker, Dewey, Hosmer, Howe, President Butterfield; Dean Lewis was also present.

In the absence of Mr. Wheeler, Dr. Dewey was elected temporary Chairman.

Dean Lewis presented a statement in regard to the changes in the course of study voted by the faculty last spring, and after discussion, it was

VOTED: That the new course of study be approved, with the recommendation that in the first semester of the freshman year the number of hours be reduced to a maximum of 20, the details of the change to be left to the faculty with final power.

Course of Study.

Further, that the faculty be requested to make a study, and to prepare a report thereon, of the entire curriculum, with reference to its full adaptability to the training of students for the various agricultural vocations, and also in citizenship and in general culture.

A list of new subjects in the course recommended by the faculty was agreed to as follows:

New Courses

Course 12.- Animal Husbandry. - Seminar. Open only to seniors majoring in Animal Husbandry.

Pomology 3 and 4 be extended to cover an entire year as Systematic Pomology.

Pomology 5, Commercial Pomology. Open only to men majoring in Pomology. Seniors, prerequisite Horticulture, Pomology 1 and 2. Four hours, credit 3.

Course in Evolution given as Entomology 11 be permanently continued.

Forestry 2. Wood Technology. One lecture and two laboratory periods. Juniors. Credit 3.

Forestry 6. Seminar - Report. Seniors. Credit 3.

That there be given a second year of Spanish.

It was

VOTED: To elect the following delegates to the annual meeting of the Association of American Agricultural Colleges and Experiment Stations, Washington, D.C., week of November 9th: DELEGATES

Representing the Trustees,	Mr. W. H. Bowker,
Representing the College,	President Kenyon L.Butterfield, Prof. Charles E. Marshall,
Representing the Experiment Station,	Director William P. Brooks, Dr. Jacob K. Shaw,
Representing the Extension Service,	Director William D.Hurd, Prof. E. L. Morgan.

To the meeting of Official Agricultural Chemists, Washington, D.C., week of November 9th:

Mr. Henri D. Haskins,
Mr. L. S. Walker.

To the meeting of Food Chemists, Washington, D. C., week of November 9th:

Mr. Philip H. Smith.

To the meeting of the American Farm Management Association, Washington, D. C., November 9-10:

Prof. James A. Foord.

It was

VOTED: That the title of Professor Hicks be "Associate Professor" instead of Assistant Professor.

It was

G.E.Stone, Leave of Absence.

VOTED: To approve the action of the President in giving Dr. George E. Stone a leave of absence, and in appointing Professor Osmun as acting head of the department; that the leave of Doctor Stone be with pay, the further arrangements to be left to the President with power, and for report at a future meeting of the Committee.

It was

VOTED: To authorize the President to approve payment of extra salary to Acting Dean Mackinnie, and for additional instruction in French during Dean Lewis' leave of absence, - total payment not to exceed the amount of Dean Lewis' salary for the period.

Extra Compensation A.A.Mackinnie

The President presented a letter from Prof. McDonald asking that he be released from his connections with the College at the end of the present semester.

E.L. McDonald.

It was

VOTED: That the release be granted.

The President presented a statement from Prof. Sears, relative to an offer from the University of Missouri to Prof. Chenoweth. After discussion it was

W.W. Chenoweth.

VOTED: To recommend to the Trustees that at the meeting next year at which salary questions are decided Prof. Chenoweth's salary should be $2400. a year, beginning September 1,1915.

MINUTES OF THE MEETING OF THE TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY.

Hotel Bellevue, Boston, February 5, 1915, at 1:00 p.m.

PRESENT: Messrs. William Wheeler, Bowker, Dewey, Gannon, Howe, Hosmer, Snedden, and President Butterfield; Mr. Preston, Mr. Frost, Professor Waugh and Director Hurd were also present.

There was discussed the problem of organizing the work in the department of market gardening, and it was

Employment of H. F. Tompson.

VOTED: That Mr. H.F.Tompson be employed for one year beginning March 15,1915, as head of the department of Market Gardening, at a salary of $3500; time and salary to be divided between the College and Extension Service, provided, that this plan is acceptable to the Committee on Extension Service.

The Committee considered recommendations from the Cabinet relative to the administrative organization and plans for the Semi-Centennial Celebration in 1917, and it was

Semi-Centennial Celebration.

VOTED: That the administrative organization for the proposed celebration consist of:

a. A Director-in-chief to be appointed by the Trustees on recommendation of the President, to have general management of the celebration.

b. An executive committee of three consisting of a director, who will be the Director-in-chief of the celebration; a Treasurer, who will be chairman of the finance committee; and a Secretary general, who shall have charge of publicity. The Treasurer and Secretary to be designated by the Trustees. That a further plan of organization, and the appointment of sub-committees, be left to this executive committee.

c. A general committee, composed of the executive committee and the chairmen of all sub-committees. This committee to have general charge of the entire celebration; to meet for frequent conference; to make recommendations which, in general, will be put into effect by the executive committee or the Director.

It was

VOTED: To refer to the Executive Committee, herein created, all questions of further details, cost, etc., but that this Committee endorse in general the following ideas recommended by the Cabinet, except that it does not approve the use of college funds in the organization of an agricultural pageant or in securing a commemorative monument:

1. That an agricultural pageant, as already discussed, be a part of the semi-centennial celebration.

2. That a brief historical account of the college, not to exceed sixty-four pages, be prepared for distribution at the time of the celebration.

3. That a comprehensive history of the college be prepared and completed within a year after the celebration; this to include an account of the interesting features of the fiftieth anniversary.

4. Not to endorse the special publication of a monograph showing the contribution which Massachusetts has made to agriculture, nor the monograph on the subject of Massachusetts Rural Progress, but that both these topics be considered in the general history of the college to be published after the anniversary.

5. That an attempt be made to prepare a complete bibliography of faculty and alumni publications, and that the Librarian be requested to compile such a bibliography.

6. That the determination of the precise program be referred to the executive committee.

7. That a large athletic meet be made a part of the fiftieth anniversary celebration, and that for this purpose, a special attempt be made to complete the athletic field and suitable grandstands by 1917.

8. That the question of departmental exhibits be referred to the executive committee for consideration.

9. The consideration of a plan for a public outdoor dinner.

10. The careful consideration of some plan for securing a commemorative monument to be unveiled in 1917 at the time of the celebration, and to suggest the propriety of securing Mr. Daniel Chester French as sculptor for the monument.

11. That the celebration be held in June, 1917.

It was

VOTED: To authorize the executive committee to expend not to exceed $500. during the present fiscal year for a further study of plans for the semi-centennial celebration.

It was

VOTED: To request the executive committee to report to this Committee at an early date on further details of the program.

VOTED: That the appointment of the executive committee be left to the President.

Professor Robert W. Neal appeared and presented a project for a major in journalism.

Major in Journalism.

On motion of Mr. Bowker, it was

VOTED: To establish a major in rural journalism on the basis of the project outlined by Professor Neal.

It was

VOTED: To leave to the President the decision as to who should represent the college at the next meeting of the Association of American Agricultural Colleges and Experiment Stations, to be held in California in August, 1915. Representation at A.A.A.& E.S.

It was

VOTED: That Professor Clarence E. Gordon be granted a leave of absence with pay for the second semester of the current college year. C.E.Gordon.

It was

VOTED: Not to allow the payment of salary to Professor Elmer M. McDonald for the month of February, 1915, as requested by Professors Foord and Haskell.

The following resolutions were adopted relative to Captain George C. Martin: Resolutions regarding Captain G.C. Martin.

Whereas, for nearly ten consecutive years Captain George C. Martin, U.S.A., Retired, has rendered faithful and efficient service as head of the department of military science at the Massachusetts Agricultural College, and

Whereas, during this period he has elevated the work of the department to a high plane of efficiency, and

Whereas, he has ever enjoyed the respect and admiration of students and faculty associates, be it

Resolved, that the Trustees do hereby formally express their appreciation of and gratitude for the service thus rendered.

It was

VOTED: That Professor Fred W. Morse be appointed as an official delegate to represent the college at the forthcoming celebration of the Worcester Polytechnic Institute.

On recommendation of the Faculty, the following courses in the department of Floriculture were adopted as substitutes for the courses now offered: New Courses.

1. Greenhouse Management.
2. Greenhouse Management.- Continuation of Course 1.
3. Commercial Floriculture.
4. Commercial Floriculture.-Continuation of Course 3.
5. Greenhouse Construction.
6. Conservatory Work and Decorative Plants.
7. Garden Flowers and Bedding Plants.
8. Seminar.

It was

VOTED: To establish the following courses in the department of Rural Engineering:

3. Farm structures.
4. Machinery.
5. Power Machinery.
6. Farm Mechanics.

It was

VOTED: To establish the following course in the department of Agricultural Economics.

11. Transportation of Agricultural Products.

It was

VOTED: To establish the following courses in the department of Agricultural Education:

9. Extension and Demonstration Work.
10. As stated under Course 9.

It was

VOTED: To establish a course in business and farm law with a credit of three hours as a substitute for the present course in rural law; this course to be given by Professor Hart.

It was

VOTED: That Course 3 in Dairying, now designated as Market Milk and Milk Products, be extended over a full year as Course 3, Milk Products, and Course 4, Market Milk.

On recommendation of the Graduate Staff, it was

VOTED: To establish the following graduate courses:

Master of Science in Agronomy,
Master of Agriculture in Agronomy,
Master of Science in Animal Husbandry,
Master of Agriculture in Animal Husbandry.

It was

VOTED: That at such a time as the President shall designate, Mr. Ralph J. Watts be authorized to spend approximately two months in the West, visiting M.A.C. alumni and studying administrative organization, student life, etc. in various colleges and universities; further, that the College pay the traveling expenses incurred on this trip, in an amount not exceeding $400.00.

Western trip: R.J.Watts.

Meeting adjourned.

---- LIST OF COMMITTEE MEETINGS ----

Trustees Committee on COURSE OF STUDY AND FACULTY.

Date	Place	Notice sent	Minutes	Remarks
1913: Jan. 2,	Hotel Bellevue, Boston	Dec.30,'12	O. K.	
April 22	M. A. C. Amherst.	April 15	O. K.	
April 30	Hotel Bellevue,Boston	April 28	O. K.	
Sept. 25	Hotel Bellevue, Boston	Sept. 20	O. K.	
1914 Jan. 7	Hotel Bellevue, Boston	Jan. 2	O. K.	
June 12	Hotel Bellevue, Boston	June 5	O. K.	
July 22	M. A. C. Amherst	July 17	O. K.	
Nov. 5	Hotel Bellevue	Oct. 31	O. K.	
1915 Feb. 5	Hotel Bellevue	Feb. 1	O. K.	
June 2	Hotel Bellevue	May 18	O. K.	

MINUTES OF TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY.

Hotel Bellevue, Boston, June 2, 1915, at 4:00 p.m.

PRESENT: Messrs. William Wheeler, Bowker, Dewey, Gannon, Hosmer, Howe, and President Butterfield.

The President reported that in accordance with a vote of this Committee passed February 9, 1915, he had appointed the following officers of the Institution as members of the Executive Committee to have charge of the semi-centennial celebration in 1917:

Committees for Fiftieth Anniversary.

Director William D. Hurd,
Professor Frank A. Waugh,
Professor William P.B.Lockwood.

It was

VOTED: To confirm the appointment of the above mentioned Committee.

It was

VOTED: To endorse the suggestion made by the above mentioned Executive Committee that Professor Frank A.Waugh be made Secretary of the Committee, and Professor William P.B.Lockwood Treasurer of the Committee.

Director Hurd made a report on the organization of the above mentioned Executive Committee, and it was

VOTED: To approve the appointment of the following sub-committees in connection with the semi-centennial celebration:

Finance: Professor Lockwood, Chairman,
Mr. Kenney,
Professor Sears.

Pageant: Director Hurd, Chairman,
Professor Sprague,
Miss Goessmann.

Student Activities: Professor Hicks, Chairman,
Mr. Gore.
Mr. Lawrence Dickinson.

History of the College:
Professor Fernald, Chairman,
Professor Brooks,
Professor Paige,

Bibliography:
Mr. Green, Chairman,
Professor Lindsey,
Mr. Frederick Tuckerman.

Commemorative Monument:
Professor Waugh, Chairman,
Professor Mackimmie,
Mr. Elwood.

Student Committees:

Mr. Charles W. Moses, Chairman,
(1917 men to be nominated by the Chairman)

It was

VOTED: That Mr. Frank A. Hosmer and President Butterfield represent the Trustees as an advisory committee in connection with the semi-centennial celebration.

It was

VOTED: To confirm the action of the President in granting a leave of absence with pay to Professor G. C. Crampton from April 12, 1915, to September 1, 1915.

Leave of Absence for G.C. Crampton.

It was

VOTED: To recommend to the Trustees that in accordance with the request of the Massachusetts Agricultural Development Committee Professor A. E. Cance and Professor E.L. Morgan be allowed to serve as special agents for that Committee.

Massachusetts Agricultural Development Commission.

It was

VOTED: To recommend to the Trustees the acceptance of the resignation of Mr. Robert H. Bogue, as Instructor in Chemistry, to take effect August 31, 1915.

Resignation of R.H. Bogue.

It was

VOTED: To recommend to the Trustees the appointment of Mr. Paul Serex, Jr., as Assistant in Chemistry, to fill the position formerly occupied by Mr. Robert H. Bogue, at a salary of $840. per year, the same to take effect September 1, 1915.

Appointment of Mr. Paul Serex, Jr.

The President made a verbal report relative to the proposed supervision of non-athletic student activities, and it was

VOTED: To endorse the general plan of the supervision of non-athletic student activities as outlined by the President, and to leave the details of organization and supervision to the President and Faculty.

Organization on non-athletic student activities.

It was

VOTED: To approve, and to recommend to the Trustees for adoption the following plan presented by the Faculty for organizing the work of the College on a four-term basis:

Summer work and four term plan

(Accompanies Minutes of Trustees of June 15,1915.)

It was

VOTED: To approve the following new course in Pomology as recommended by the Faculty:

Pomology 7.

Pomology 7 - Seminar - Advanced study and research. Special subjects assigned to members of the seminar for investigation. Open to graduate students and men majoring in pomology. Hours by arrangement. Professors Sears and Chenoweth. Credit 1.

It was

VOTED: To recommend to the Trustees that Professor William R. Hart be granted a leave of absence with full pay from August 1,1915 to January 31,1916, provided that the President approves a plan for carrying the work of the Department of Agricultural Education, and that the President be authorized to make suitable arrangements for a substitute for Professor Hart.

Leave of absence for Prof. W.R. Hart.

It was

Extra Compensation for Frank. N. Blanchard.

VOTED: To recommend to the Trustees that Mr. Frank N.Blanchard be granted extra compensation in the amount of $100. for additional services rendered during the leave of absence of Professor Clarence E.Gordon during the second semester of the present college year.

It was

Graduate Assistants.

VOTED: To leave the appointment of graduate assistants to the President with the understanding that the usual salary schedule for such assistants will be followed, and that the total amount for the year will be approximately $5500.

It was

Salary Increases.

VOTED: To endorse the recommendation for salary increases as presented by the President, and to recommend the same to the Finance Committee, leaving to President Butterfield the final decision of those increases questioned by this Committee.

It was

Changes in Title.

VOTED: To recommend to the Trustees the changes in title presented by the President:

Name:	Present Title:	Recommended Title:
S.B.Haskell,	Asso.Prof.of Agronomy,	Professor of Agronomy,
H.E.Baldinger,	Assistant in Dairying,	Instructor in Dairying,
C.I.Gunness,	Asso.Prof.of Rural Engineering,	Professor of Rural Engineering,
W.W.Chenoweth,	Asst.Prof. of Pomology,	Asso.Prof.of Pomology,
P.J.Anderson,	Instructor in Botany,	Asst.Prof.of Botany,
G.C.Crampton,	Asso.Prof.of Entomology,	Professor of Insect Morphology,
W.E.Prince,	Instructor in English,	Asst.Prof. of English,
A.A.Mackimmie,	Asst.Prof. of French,	Asso.Prof. of French,
E.L.Ashley,	Asst.Prof.of German,	Asso.Prof.of German,
A.E.Cance,	Asso.Prof. of Agri., Economics,	Professor of Agricultural Economics.

It was

VOTED: To recommend to the Trustees the appointment of Mr. John Phelan, as Professor of Rural Sociology, at a salary of $2500. per year, the same to take effect September 1, 1915. Appointment of John Phelan.

It was

VOTED: To recommend to the Trustees the appointment of Mr. Earl Jones, as Assistant Professor of Agronomy, at a salary of $1700. per year to take effect August 1, 1915. Appointment of Earl Jones.

It was

VOTED: To recommend to the Trustees the appointment of Mr.A. Itano, as Assistant in Microbiology, (to take the place of a graduate assistant) at a salary of $1000. a year, the same to take effect September 1, 1915. Appointment of A.Itano.

It was

VOTED: To recommend to the Trustees that the following new positions be created to take effect September 1, 1915, at the approximate salaries specified; further, that the exact title and salary and also the final decision as to man, be left to the President: New Positions.

Assistant Professor of Horticulture,	Sept.1,1915,	$2000.
Assistant Professor of Market Gardening,	" " "	2000.
Assistant Professor of Dairying,	" " "	2000.
Assistant Professor of Farm Administration,	" " "	1800.
Instructor in Agricultural Economics,	" " "	1200.
Assistant in Agronomy,	" " "	960.
Manager of Non-Athletic Student Activities, and Publicity,	" " "	1800.
		$ 11760.

Meeting adjourned.

MINUTES OF TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY.

Hotel Bellevue, Boston, January 6, 1916, at 11:00 a.m.

PRESENT: Messrs. William Wheeler, Dewey, Gannon, Hosmer, Howe, Snedden, and President Butterfield.

The President presented for record the following Executive Orders which were confirmed:

1. Authorizing the payment to Mr. Robert P. Armstrong the sum of $100. for teaching in the department of pomology in May and June, 1915.

2. Establishing Course 8 in pomology. Course in Pomology.

VOTED: To confirm the action of the President in accepting the resignation of Prof. J. A. McLean, and in appointing as his successor Prof. John C. McNutt, Professor of Animal Husbandry, at a salary of $2600. per year, same to take effect January 1, 1916.

Prof. Hurd, Chairman of the Executive Committee in charge of the 1917 Celebration, made a report of progress and outlined certain projects requiring Trustee endorsement and financial support. It was

VOTED: To recommend to the Trustees that the financial support of the college be pledged to the following items, that the Executive Committee be instructed to continue with the program outlined, and that it be authorized to make negotiations for insuring the pageant receipts against loss on account of bad weather. 1917 Celebration Finances.

1. Pageant: funds for underwriting it; amount will probably nearly all come back in gate receipts; part to be assumed by the Trustees - - - - - - - - - - - - $3000.
2. Bibliography: printing, clerical help, etc., 600.
3. History of the College: writing the history, printing, etc. - - 1000.
4. Memorial monument: $15,000. to be raised by popular subscription,
5. Athletic meet: including formal dedication of the athletic field and intramural meet, 400.
6. Miscellaneous expenses, - - - - - - 1000.

1917 Celebration Date.

VOTED: To recommend to the Trustees that the Celebration be held in October, 1917.

Prof. C. S. Hicks appeared before the Committee and explained a project whereby the College would join with the Athletic Association in employing Dr. A. E. Brides as football coach and permanent member of the staff of the department of physical education.

It was

VOTED: To refer this project to the President for further consideration and for recommendation at an early date.

W.P.B.Lockwood, Services.

VOTED: To recommend to the Trustees that the President be authorized to permit Prof. W.P.B. Lockwood to render certain service for the Springfield Board of Trade in connection with the National Dairy Show to be held at Springfield in 1916.

S.B.Haskell, Resignation.

VOTED: To recommend to the Trustees the acceptance of the resignation of Prof. S.B.Haskell to take effect June 30, 1916.

P.J.Anderson, Salary.

VOTED: To recommend to the Trustees that the salary of Prof. P.J. Anderson, Assistant Professor of Botany, be $1800. per year from date of January 1, 1916.

Salary Increases.

VOTED: To request the President to present in April, his recommendations for salary increases to take effect the following July and September.

"Farm Management".

VOTED: That the department now known as "Farm Administration" be designated "Farm Management".

VOTED: That Mr. William Wheeler, Mr. Hosmer, and the President be designated a sub-committee to prepare resolutions on the death of Mr. William H. Bowker, for presentation at the annual meeting of the Trustees January 7, 1916.

Graduate Students Foreign Countries.

VOTED: To be the sense of this Committee that there is no objection to the President negotiating with representatives of foreign countries relative to attracting foreign students to the Massachusetts Agricultural College for graduate study.

Meeting adjourned.

MINUTES OF MEETING OF TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY.

Hotel Bellevue, Boston, April 14, 1916, at 1:30 p.m.

PRESENT: Messrs. Bacon, Dewey, Gannon, Howe, and President Butterfield.

In the absence of the Chairman, Mr. Elmer D. Howe was chosen Acting-Chairman.

The President read letters from Mr. Charles F. Shirley of Boston relative to certain policies of the institution.

It was

VOTED: That in the call for the next special meeting of the Trustees it would be stated that one item of business be that of considering the amount of practical work to be required for graduation from the college. Educational Policy, Practical Work.

The Committee considered various salary increases recommended by the President.

It was

VOTED: To refer to the Committee on Finance the consideration of salary increases on Administration account. Administration.

It was

VOTED: To approve and recommend to the Trustees for adoption the reorganization of the department of botany as recommended by the President as follows: Dept. of Botany, Reorganization

A.Vincent Osmun, Professor and Head of the Department, - full salary to be charged to Instruction account.

P.J. Anderson, Associate Professor of Botany, - 3/4 salary to be charged to Instruction, and 1/4 to Exp. Station.

Orton L. Clark, Assistant Professor of Botany, - 1/2 salary to be charged to Instruction, and 1/2 to Exp. Station.

F.A.McLaughlin, Instructor, - full salary to be charged to Instruction.

R.G. Smith's successor's salary to be charged to Instruction account, with title of Instructor.

Graduate Assistant, - salary to be charged to Instruction account.

Additional Graduate Assistant, - salary to be charged to Instruction account.

It was

VOTED: To grant a leave of absence to Mr. F.A.McLaughlin for the year beginning September 1,1916 on one-half salary. F.A.McLaughlin Leave of Absence.

At 3:30 p.m. it was

VOTED: To adjourn until 6:30 p.m. on this date.

The Committee reconvened at the Hotel Bellevue at 6:45 p.m. April 14, 1916.

It was

VOTED: To authorize the President to seek to arrange conferences of the Trustees' Committees on Course of Study and Faculty, Extension Service and Experiment Station with the State Board of Agriculture and with the State Board of Education, to discuss the apportionment of agricultural work now undertaken by these various bodies. Division of Work; Bd.of Agr.;Bd.of Ed.

It was

VOTED: To approve the following recommendations of the Faculty relative to courses of study: (for full text see faculty minutes of April 8,1916).

Plan for calculating credits for courses.

One credit for one recitation or one two hour laboratory period for twelve weeks.

That, on this basis of calculation, the requirements for graduation be 220 credits.

That the major in botany be changed to economic botany.

New Courses:

The adoption of separate majors in rural sociology and agricultural economics to take the place of the major now offered by these combined departments, the details to be worked out at a later date. New Courses.

Rural Engineering (1) Elective - if equipment is available.

Farm Administration 3. - Farm and Cost Accounting, be substituted for the course in Farm Administration 3.

Pomology 8.

Market Gardening 4.

Military Science:

11 and 12 - Junior Tactics.
15 and 16 - Senior Tactics.

Courses in Rural Sociology as a substitute for courses now offered.

1. Elements of Rural Sociology. - Required.
2. Rural Organization.
3. Field Work in Rural Sociology.
4. Rural Law.
5. Farmers' Organizations.
6. Rural Government.
7. Rural Social Surveys.
8. Social Condition of the Rural People.
9. Seminar.

Courses in Botany to be substituted for courses now offered:

Botany 1c. - Morphology and taxonomy.
Botany 2a. -1c. - Avatomy, physiology and etiology.
Botany 3b. - Taxonomy of lower plants.
Botany 5. - Morphology and taxonomy.
Botany 7. - Diseases of crops.
Botany 8. - Continuation of 7.
Botany 10. - Systematic mycology.
Botany 11. - Continuation of 10.
Botany 12. - Continuation of 11.
Botany 13. - Histology.
Botany 16. - Plant pathology.
Botany 17. - Continuation of 16.
Botany 18. - Continuation of 17.
Botany 19. - Plant physiology.
Botany 20. - Continuation of 19.
Botany 21 - Continuation of 20.
Botany 23 - Cytology and embryology.
Botany 24 - Continuation of 23.
Botany 26 - Shade tree management.
Botany 27 - Continuation of 26.
Botany 28 - Seminar.
Botany 29 - Same as 28.
Botany 30 - Same as 28 and 29.

It was

VOTED: To authorize the President to act in behalf of the Trustees' Committee on Course of Study and Faculty in approving such faculty action as may be taken on the admission of special students from agricultural high schools and from county agricultural schools. Unclassified Students.

It was

F.C.Sears, Leave of absence.

VOTED: To recommend to the Trustees that Professor F.C. Sears be granted a leave of absence from July 1, 1916 to December 31, 1916 on full pay.

It was

J.A.Foord, Leave of absence.

VOTED: To recommend to the Trustees that Professor James A. Foord be granted a leave of absence for one year from date of September 1, 1916, the salary for this period to be at the rate of $2200. per year.

It was

Instructor in Zoology.

VOTED: To authorize the President to fill such vacancy as may be caused by the resignation of Mr. F.N. Blanchard, Instructor in Zoology, at a salary not to exceed the present total cost.

The following recommendations relative to salary increases were made to the Finance Committee and to the Trustees:

SALARY INCREASES FOR 1916-1917.

Name:	Department:	Rank:	Present Salary:	Increase Rec. by Head of Dept.:	Increase Rec. by President:	Increase Rec. by Committee:
S.B. Haskell,	Agronomy,	Professor,	$2425.			
F.G. Merkle,	Agronomy,	Assistant,	960.	$240.	$140.	$120.
Earl Jones,	Agronomy,	Asst.Professor,	1700.	100.	100.	100.
J.C. McNutt,	Ani.Husb.,	Professor,	2600.			
E.L.Quaife,	Ani. Husb.,	Asst.Professor,	1650.	150.	150.	150.
W.P.B.Lockwood,	Dairying,	Professor,	2700.	300.	200. 100.	200. 100.
Samuel Coons,	Dairying,	Instructor,	1700.	100.-200.	100.	100.
H.E. Baldinger,	Dairying,	Instructor,	1050.	150.-250.	200.	200.
O.A. Jamison,	Dairying,	Asst.Professor,	1800.	100.	100.	100.
J.C. Graham,	Poultry Husb.,	Professor,	2700.	300.	200. 100.	200. 100.
L.F. Payne,	Poultry Husb.,	Instructor,	1550.	150. (Asst.Prof.)	100.	100.
C.I. Gunness,	Rural Engin.,	Professor,	2325.	175.	175.	175.
W.M. Peacock,	Farm Admin.,	Instructor,	1400.			
F.A. Waugh,	Land.Gard.,	Professor,	3750.			
A.K. Harrison,	Land. Gard.,	Asst.Professor,	1750.	100.	100.	100.
F.C. Sears,	Pomology,	Professor,	3000.	200.		
W.W. Chenoweth,	Pomology,	Asso.Professor,	2400.			
A.H. Nehrling,	Floriculture,	Asso.Professor,	2500.	100.	100.	100.
W.D. Clark,	Forestry,	Professor,	2500.	200.		

Name:	Department:	Rank:	Present Salary:	Increase Rec. by Dept. Head:	Increase Rec. by President:	Increase Rec. by Committee:
H.F. Tompson,	Market Gard.,	Professor,	$3500.			
A.S. Thomson,	Market Gard.,	Asst. Professor,	1600.	$100.	$100.	$100.
C.H. Thompson,	Horticulture,	Asst. Professor,	1700.			
G.E. Stone,	Botany,	Professor,	2500.			
A.V. Osmun,	Botany,	Asso. Professor,	2100.	(Professor & Head of Dept.)	500.	500.
P.J. Anderson,	Botany,	Asst. Professor,	1800.	(Asso. Professor)	200.	200.
F.A. McLaughlin,	Botany,	Instructor,	1260.		140.	140.
R.G. Smith,	Botany,	Assistant,	1080.			
J.B. Lindsey,	Chemistry,	Professor,	3000.			
C. Wellington,	Chemistry,	Professor,	2500.			
J.S. Chamberlain,	Chemistry,	Asso. Professor,	2500.	100.		
Ernest Anderson,	Chemistry,	Asso. Professor,	2375.	125. (Professor)	125.	125.
C.A. Peters,	Chemistry,	Asso. Professor,	2450.	50. (Professor)	50.	50.
Paul Serex, Jr.,	Chemistry,	Assistant,	840.	240.	240.	240.
H.T. Fernald,	Entomology,	Professor,	3120.			
C.H. Fernald,	Entomology,	Professor,	390.			
G.C. Crampton,	Entomology,	Professor,	2000.			
W.S. Regan,	Entomology,	Instructor,	1500.			
B.N. Gates,	Beekeeping,	Asso. Professor,	2500.			
J.E. Ostrander,	Mathematics,	Professor,	2500.			

Name:	Department:	Rank:	Present Salary:	Increase Rec. by Dept.Head:	Increase Rec. by President:	Increase Rec. by Committee:
W.L. Machmer,	Mathematics,	Asst.Professor,	$1675.		$125.	$125.
C.R. Duncan,	Mathematics,	Asst.Professor,	1650.		50.	50.
B.A.Hazeltine,	Mathematics,	Assistant,	1020.	(Title left to Pres.)	80.	80.
C.E. Marshall,	Microbiology,	Professor,	3800.		200.	200.
F.H.VanSuchtelen,	Microbiology,	Asso.Professor,	1900.	$100.	100. 100.	100. 100.
A.Itano,	Microbiology,	Assistant,	1000.	200. (Instructor)	200.	200.
H.E.Robbins,	Physics,	Asst.Professor,	1700.	400.		
H.C. Thompson,	Physics,	Assistant,	840.		120.	120.
J.B. Paige,	Vet.Science,	Professor,	2500.			
G.E. Gage,	Vet.Science,	Asso.Professor,	2375.		125.	125.
C.E. Gordon,	Zool.& Geol.,	Asso.Professor,	2250.		125.	100.
F.N.Blanchard,	Zool.& Geol.,	Instructor,	1100.			
R.J.Sprague,	Econ.& Soc.,	Professor,	2850.			
R.W.Neal,	English,	Asso.Professor,	2200.	100.	100.	100.
H.E. Smith,	English,	Asst.Professor,	1650.	100.	100.	100.
W.E.Prince,	English,	Instructor,	1500.	100.	100.	100.
F.P. Rand,	English,	Instructor,	1100.	100.	100.	100.
Miss Goessmann,	English,	Instructor,	1050.	100.	100.	100.

Name:	Department:	Rank:	Present Salary:	Increase Rec. by Head of Dept.	Increase Rec. by Pres.:	Increase Rec. by Com.:
A.A.Mackinnie,	French,	Asso.Professor,	$2200.	$100.	$100.	$100.
W.L.Harmount,	French,	Instructor,	1500.	100.		
E.L. Ashley,	German,	Asso.Professor,	2000.	100.		
A.N. Julian,	German,	Instructor,	1500.	100.		
W.R. Hart,	Agri. Ed.,	Professor,	2500.	500.	100.	100.
A.E. Cance,	Agri. Econ.,	Professor,	2325.	675.	275.	275.
John Phelan,	Rur. Soc.,	Professor,	2500.		100.	100.
C.S. Hicks,	Physical Ed.,	Asso.Professor,	2325.	(Professor)	275.	175.
H.M. Gore,	Physical Ed.,	Assistant,	1075.	225.(Instructor)	275.	325.
W.J.Fitzmaurice,	Physical Ed.,	Assistant,	350.			
C.R. Green,	Library,	Librarian,	1950.		100.	50.
Miss Jefferson,	Rur. Soc. Sci.,	Secretary,	1250.		100.	100.

The Committee considered a list, presented by the President, for new positions for the ensuing year.

Without vote it was agreed that the President should make to the Finance Committee such recommendation as the salary budget for the next year will seem to authorize, relative to new positions to be established.

It was

VOTED: To authorize the President to confer with the State Board of Education regarding the division of salary for the proposed Assistant Professor of Agricultural Education, who should work co-operatively with the college and with the Board of Education.

MINUTES OF MEETING OF TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY.

Hotel Bellevue, Boston, April 13,1917, at 1:00 p.m.

PRESENT: Messrs. William Wheeler, Gannon, Howe and President Butterfield.

It was

VOTED: To recommend to the Trustees the confirmation of the resignation of A.H.Nehrling, as Associate Professor of Floriculture, the same having taken effect March 15, 1917, and the temporary appointment of Mr. Clark L. Thayer, as Instructor and Acting Head of the Department of Floriculture, at a salary of $100. per month, the same having taken effect March 16, 1917. A.H.Nehrling, Resignation. Clark Thayer, Appointment.

Also the appointment of Mr. A.B.Beaumont, as Associate Professor and Acting Head of the Department of Agronomy at a salary of $2000. per year, the same having taken effect March 1, 1917. A.B.Beaumont Appointment.

It was

VOTED: To recommend to the Trustees the approval of the following new courses and the adjustment of the present courses except that the date of effect of the courses in Market Gardening be left to the discretion of the President: New Courses.

NEW COURSES.

Conservation and Economic Zoology:

51, II. - Conservational Zoology. - For Juniors. Seniors may elect. This course aims to bring before the student the great public problems of the conservation of wild life, especially the natural fauna of the sta of the state, and the more complete utilization of various forms of animal life on the farm as farm projects. (These matters are distinctively subjects for educational work.) 2 class hrs. 1 2-hr.lab.period, Credit 3. - Dr. Ball.

76,II.-(a) Economic Zoology - Birds in Their Relations to Crops, Insects and Man. - For Juniors and Seniors, Sophomores may elect. This course deals with the broad economic relations of the birds. The student is taught to know the birds, and their migrations and distribution. 1 class hr. 2 2-hr.lab. periods. Credit 3. Dr. Ball.

77,III.(a) - Economic Zoology - Birds in Their Relations to Crops, Insects and Man. - For Juniors and Seniors, Sophomores may elect. In this course the student reviews what is known of the specific food habits of our most important economic birds and carries his studies into the field and gets an intimate acquaintance with our Massachusetts birds and their habits in relation to crops, orchards, woodlands and to each other. 2 class hrs. - 1 2-hr. lab. period. Credit 3. - Dr. Ball.

Agricultural Economics:

53,3. - Agricultural Credit Facilities. - For Juniors; Seniors and Graduate Students may elect. The legitimate use of credit in the production, storing and marketing of agricultural products. A brief survey of the development of credit institutions. National and state rural credit laws. Farm Land Banks, credit associations and other means of securing personal credit. The topics will be discussed from the standpoints of dealers in agricultural produce, the land-owning farmer, the tenant, and the farm laborer; special attention will be given to the credit needs of the college graduate.
2 class hrs. - Credit 2. Mr. Rutledge.

Courses to be offered in the Summer of 1917 in Division of Horticulture:

Pomology: Course in field practice to be given during first six weeks of the summer, occupying approximately half time. Parallel with number 4 following. Approximately 120 hours.
5 credits. - Professors Chenoweth and Sears.

Market Gardening: - Field and laboratory work for first six weeks of summer term, approximately half time. Parallel with number 3 preceding. Approximately 120 hours. 5 credits. Assistant Professor Thomson.

Landscape Gardening 53:- Field Studies in Design. First six weeks of the summer term, occupying one half time, will probably be given in the eastern part of Massachusetts; parallel with the number following; 120 hours. 5 credits.
Associate Professor Harrison.

Plant Materials: - Field Studies. - Half time for six weeks, parallel with number preceding.
Assistant Professor C.H.Thompson.

New Development of the Market Gardening Department:

Market Gardening:

First term Juniors.	Course 1. - Market Gardening Practice. - Juniors, Seniors, may elect. This course is designed to familiarize those intending to specialize in Market Gardening, with materials and practices. - 1 class hr. - 2 2-hr.lab.periods. Credit 3.
Second term Juniors.	Course 2. - Market Garden Crops. - A study of soils and fertilizers with reference to their adaptability to commercial vegetable growing. The beginning of the detailed study of the market garden crops and their methods of production. 2 class hrs. 1 2-hr.lab.period, Credit 3.
Third term Juniors.	Course 3. - Market Garden Crops. - A continuation of Course 3. To complete the study of market garden crops and their culture with a study of garden planting, tillage, irrigation, spraying, and the principles and practice of double cropping. - 3 class hrs. 2 2-hr.lab.periods. Credit 5. Prerequisite Market Gardening 2.
Summer term, after Junior Year.	Course 4. - Practical Market Gardening. - Field work in summer term. The work of this course will be under the direct supervision of an instructor and will give the student an unusual opportunity to learn, at first hand, the methods and problems of commercial vegetable growing. Most of the work will be in the field and devoted to seed planting, cultural practices, harvesting and preparing for market. Required of those majoring in Market Gardening. 120 lab. hrs. Credit 5. Prerequisite, Market Gardening 3.
First term, Seniors.	Course 5. - Systematic Variety Study. Seniors. This course will include a study of the methods of harvesting, storing and marketing needed to complete the work given in Course 3. Also the systematic study of types, varieties, and strain of the leading vegetable crops. The establishing of types, determination of quality of varieties, seed growing, variety improvement, roguing, seed harvesting, curing, and storing. - 3 class hrs. 2 lab. periods. Credit 5. Prerequisite, Market Gardening 4.

Third Term, Seniors. Course 7. - The Business of Commercial Vegetable Growing. Seniors. A consideration of commercial vegetable growing as a business. A study of this specialized farming, considering places where developed, types, extent, economic importance, capitalization, equipment, and other fundamental problems of commercial vegetable gardening. 3 class hours. Credit 3.

Voted: To create a major in Market Gardening.

Work for Women to be substituted for work in Physical Education and Military Science:

1, I. - Elementary Microbiology: For Freshman Women. The course will be devoted to the various types of micro-organisms, their distribution in nature and their characterization. Such methods as are essential for examination, manipulation and culturing will be studied and employed. 6 lab.hrs. Credit 3.
Dr. Itano and Mr. Ray.

In place of:
Physical Ed. 1, Hygiene)
Military 1, Tactics) Fall term, Freshmen.
Military 4, Drill)

3,III.- Elementary Microbiology for Women. - Continuation No.1. 4 lab.hrs. Credits 2. Dr.Itano and Mr. Ray.

In place of:
Military 3, Tactics)
Military 6, Drill) Spring term, Freshmen.

25,I. - Personal Hygiene: - For Sophomore women. Such subjects as the hygiene of the mouth and teeth, the gastro-intestinal tract, food, the skin, respiration apparatus, ear, eye, and nervous system are reviewed. The value of bathing, clothing, physical exercise, etc., are considered. Attention will be given to emergencies, accidents of "first aid" and such other matters as usually fall within this category. 2 class hrs. Credit 2. Professor Marshall.

In place of:
Military 27, Tactics)
Military 28, Drill) Fall term, Sophomores.

27,III. - Sanitary Science: - For Sophomore women. The usual topics of sanitary science, as ventialtion, heating, plumbing, water supply, sewage disposal, food control and communicable diseases, will be treated wholly from the standpoint of individual and public health control. 2 class hrs.Credit 2.
Professor Marshall.

In place of:
Military 27)
Military 30) Spring term, Sophomores.

It was

VOTED: To approve the following leaves of absence:

Prof. James A. Foord, from January 15, 1917 for one year.
Prof. F.A. Waugh, from April 1, 1917 for six months.
Dr. A.E. Cance, from April 1, 1917, for nine months.
Prof. W.R. Hart, from April 1, 1917, for six months.

J.A. Foord
F.A. Waugh,
A.E. Cance,
W.R. Hart,
Leaves of Absence.

It was

VOTED: To recommend to the Finance Committee that in cases of Instructors giving summer work away from Amherst, the College allow traveling expenses and a limited sum for living expenses.

Summer Instruction, Expenses.

It was

VOTED: That the action of the Faculty be ratified, whereby Messrs. Walter Adams Mack, Everett Langdon Upson and Arthur Franklin Williams were graduated in April, 1917.

Graduation of Certain Seniors.

The President made a statement relative to students leaving College for military and agricultural service, and it was agreed that the question of an early Commencement be left to the Faculty with power.

It was

VOTED: That in case the Trustees favor increases in salary for this year, the Committee on Course of Study and Faculty recommend the following increases:

Name:	Department:	Rank:	Present Salary:	Increase Rec.by Committee:
Earl Jones,	Agronomy,	Asst.Professor,	$1800.	$200.
F.G.Merkle,	Agronomy,	Assistant,	1080.	200.
J.C.McNutt,	Animal Husbandry,	Professor,	2600.	150.
E.L.Quaife,	Animal Husbandry,	Asst.Professor,	1800.	200.
O.A.Jamison,	Dairying,	Asst.Professor,	1900.	100.
H.D.Drain,	Dairying,	Instructor,	1250.	150.
L.F.Payne,	Poultry Husb.,	Asst.Professor,	1650.	150.
E.H.Bucker,	Poultry Husb.,	Instructor,	1400.	100.
C.I.Gunness,	Rural Engin.,	Professor,	2500.	100.
W.M.Peacock,	Farm,Admin.,	Instructor,	1400.	100.
A.K.Harrison,	Land.Gardening,	Asst.Professor,	1850.	150.
C.H.Thompson,	Horticulture,	Asst.Professor,	1700.	100.
P.J.Anderson,	Botany,	Asso.Professor,	2000.	100.
O.L.Clark,	Botany,	Asst.Professor,	1680.	120.
F.A.McLaughlin,	Botany,	Instructor,	1400.	100.
G.W.Martin,	Botany,	Instructor,	1200.	200.
J.S.Chamberlain,	Chemistry,	Professor,	2500.	100.
C.A.Peters,	Chemistry,	Professor,	2500.	100.
F.Anderson,	Chemistry,	Professor,	2500.	100.
P.Serex,Jr.,	Chemistry,	Assistant,	1080.	120.
G.C.Crampton,	Entomology,	Professor,	2000.	100.
W.S.Regan,	Entomology,	Instructor,	1500.	200.
B.A.Hazeltine,	Mathematics,	Instructor,	1100.	100.
C.E.Marshall,	Microbiology,	Prof.& Dir.of G.S.	4000.	200.
F.H.vanSuchtelen,	Microbiology,	Asso.Professor,	2100.	200.
A.Itano,	Microbiology,	Instructor,	1200.	200.
G.F.Gage,	Veterinary Sci.,	Asso.Professor,	2500.	100.
C.E.Gordon,	Zoology & Geol.,	Asso.Professor,	2350.	150.
S.C.Ball,	Zoology,	Instructor,	1350.	150.
R.J.Sprague,	Econ.& Sociology,	Professor,	2850.	150.
R.W.Neal,	English,	Asso.Professor,	2300.	200.
W.E.Prince,	English,	Asst.Professor,	1600.	150.
C.H.Patterson,	English,	Asst.Professor,	1400.	100.
F.P.Rand,	English,	Instructor,	1200.	200.
Miss Goessmann,	English,	Instructor,	1150.	50.
A.A.Mackimmie,	French,	Asso.Professor,	2300.	200.
W.L.Harmount,	French,	Instructor,	1500.	150.
E.L.Ashley,	German,	Asso.Professor,	2000.	200.
A.N.Julian,	German,	Instructor,	1500.	150.
A.E.Cance,	Agri.Economics,	Professor,	2600.	200.
R.M.Rutledge,	Agri.Economics,	Instructor,	1400.	300.
John Phelan,	Rural Sociology,	Professor,	2600.	100.
J.F.Novitski,	Rural Sociology,	Assistant,	900.	300.
C.S.Hicks,	Physical Ed.,	Professor,	2600.	400.
H.M.Gore,	Physical Ed.,	Instructor,	1350.	650.
C.R.Green,	Library,	Librarian,	2000.	250.
Miss Jefferson,	Rur.Soc.Science,	Research Sec.,	1350.	150.
C.H.Gould,	Publicity,	Field Agent,	1000.	200.

Professor Hicks appeared and explained his project for an athletic coach to be paid for from College funds.

It was

VOTED: To ratify the action of the President in making arrangements for supply teaching during the absence of Professor Hart as follows: W.R.Hart, Supply.

C.R.Reed, - - - $400.
A.G.Fletcher,- - 100.

It was

VOTED: That extra compensation be granted to the following members of the Faculty for additional work as student advisers: Extra Compensation

Prof. W.L.Machmer, - -$300.
Mr. Frank P. Rand, - - 125.
Prof.H.E.Robbins, - - 100.
Prof.A.A.Mackimmie, - 100.
Prof. E.Anderson, - - 100.

It was

VOTED: To recommend to the Finance Committee the employment of an additional assistant in the Library at a salary not to exceed $600. per year, to take effect September 1, 1917. Clerk, Library.

Dr. Marshall, Professor Cance and Professor Phelan appeared before the Committee relative to certain phases of graduate work, and it was

VOTED: To recommend to the Trustees that the degree of Master of Landscape Architecture be authorized in connection with graduate work offered in the department of Landscape Gardening, and that for this degree there be required one year's experience in addition to the period of one and one-half year in residence. Degree, M.L.A.

That the degree of Doctor of Philosophy be authorized for major work in the department of Agricultural Economics. Ph.D. in Agri.Economics.

That the degree of Doctor of Philosophy be authorized for major work in the department of Rural Sociology. Ph.D. in Rural Sociology.

Meeting adjourned.

MINUTES OF MEETING OF TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY.

President's Office, M.A.C., March 26, 1918, at 8:45 a.m.

PRESENT: Messrs. William Wheeler, Gannon, Howe, Hosmer, Dr. Dewey, Dr. Smith and President Butterfield.

On recommendation from the President it was

VOTED: To endorse and recommend to the Trustees the follow- schedule of extra compensation for class advisers for 1917-1918: Extra Compensation for Class Advisers

Mr. F.P.Rand, ----------	$200.00
Prof. C.H. Patterson,------	150.00
Prof. A. A. MacKimmie,-----	100.00
Prof. John Phelan,---------	100.00
Prof. J. S. Chamberlain, --	50.00

It was

VOTED: To confirm the action of the President in accepting the following resignations: Resignations

	Date of Effect:
C.R.Duncan, Prof. of Mathematics,	March 31, 1918
Miss Bertha E. Connelly, Stenographer, Div. Rural Social Science	March 7, 1918

It was

VOTED: To confirm the action of the President in granting Dr. George E. Gage a leave of absence without pay on account of military service. Dr. G.E.Gage Leave of Absence

It was

VOTED: To approve the action of the President in granting extra compensation on account of additional teaching service during the current college year, to C.R.Duncan in the amount of $150. Extra Compensation, C.R. Duncan

It was

VOTED: To endorse the action of the President in increasing the salary of Dr. H.T.Fernald by $500., this amount being equivalent to the salary received by Dr. Fernald to December 15, 1917, as State Nursery Inspector, which position he relinquished on that date. Dr.H.T.Fernald Salary

Mr. Small of the Board of Education and Professor Hart appeared before the Committee and presented plans for the administration of that portion of the Smith-Hughes Act, which relates to the preparation of teachers of agriculture, and discussed proposed plans of cooperation between the college and the Board of Education. These questions were considered at length, and it was

Smith-Hughes Act Cooperation between the College and Bd. of Education

VOTED: That the question of cooperation between the College and the Board of Education in the administration of the Smith-Hughes Act, be left to Dr. Payson Smith and President Butterfield for further consideration and development of plans.

Dr. Smith presented to the Committee, informally, certain views bearing upon the relationship between the College and the Board of Education.

The President discussed the salary situation, both with respect to salary adjustments for the next year and also with respect to the development of a plan looking toward standardization of salaries. After discussion, it was agreed to leave the matter to the President for further consideration, study and report.

Salary Adjustment

Mr. Farley appeared before the Committee, and presented a project for allowing larger credit in agriculture for entrance to college to boys having had a maximum amount of agricultural preparation in high schools. Dr. Smith stated in this connection that he saw no objection to this plan from the standpoint of the Board of Education. On motion of Dr. Smith, it was

VOTED: That the Committee endorse the general proposal as outlined by Mr. Farley, and that it be referred to the faculty for further consideration.

Credit in Agriculture for Entrance

Professor Lockwood discussed the war emergency work done by the faculty in 1917 and plans for similar work in 1918. Heads of divisions reported on possible further reductions in the teaching staff in 1917-1918, and after discussion, it was

VOTED: That such adjustments as can be made in the teaching staff for the next college year, be determined by the President, and that a further report be made at a subsequent date.

Reductions and Adjustments in Teaching Staff

The Committee discussed the question of the calendar for the college year 1918-1919. The Committee in general was opposed to any reduction in the length of term unless assurance is given that students will go into agricultural work for the balance of the year.

It was

VOTED: To refer to the President for further consideration the question of the calendar for the year 1918-19.

Calendar for Year 1918-19

The President raised a question relative to expanding the scope of the work of the college, and after discussion it was

VOTED: To lay this matter on the table for future consideration by the Committee.

Expansion of Scope of Work

Meeting adjourned.

R.J.Watts,
Secretary.

MINUTES OF TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY.

Hotel Bellevue, Boston, Mass., Jan. 3, 1918.

The meeting was called to order by Mr. William Wheeler at 12 M.

PRESENT: Messrs. William Wheeler, Bacon, Dewey, Gannon, Hosmer, Howe, and President Butterfield.

The President read a portion of his annual report dealing with the general review of the year.

It was

VOTED: To recommend to the Trustees the acceptance of the resignations of Professor John T. Wheeler and Mr. Harry C. Thompson.

Resignations of J.T.Wheeler and H.C. Thompson

The President reported for record the following leaves of absence:

Leaves of absence:

For war service: F.A.C.Smith, Extension Assistant Professor of Civic Improvement.

F.A.C.Smith

Llewelyn L. Derby, Assistant in the Department of Physical Education.

L.L.Derby

For service with the U.S.D.A. William L. Machmer, Assistant Professor of Mathematics.

W.L.Machmer

For service with the State Fuel Administrator: William D. Clark, Professor of Forestry.

W.D.Clark

For expert service with the Government: Robert S.Scull Assistant Chemist, Experiment Station.

R.S.Scull

Professor Lockwood appeared before the Committee and explained the desirability of increasing the salaries of Mr. Harry D. Drain and Professor O. A. Jamison.

It was

VOTED: To recommend to the Trustees that the salary of Mr. Harry D. Drain, Instructor in Dairying, be at the rate of $1800. per year from date of January 1, 1918.

Salary of Harry D. Drain

Professor Lockwood reported on the special war service rendered by members of the teaching staff during the season of 1917.

War Service 1917

On recommendation of the President, it was

VOTED: To recommend to the Trustees that the salary of Sergeant John J. Lee be at the rate of $480. per year from the College from date of January 1, 1918.

Salary of Sergeant J.J.Lee

On motion of Dr. Dewey, it was

VOTED: To recommend to the Trustees that the President be requested to confer with the Public Safety Commission relative to the payment of the salary of Professor William D. Clark while he assists the State Food Administrator.

Salary of W.D.Clark while with Fuel Administration.

On motion of Mr. Bacon, it was

VOTED: To recommend to the Trustees that the salary of Miss Marion Norton, Library Assistant, be at the rate of $780. per year from date of January 1, 1918.

Salary of Miss Norton

On motion of the President, it was

VOTED: To recommend to the Trustees that the title of Harold E. Robbins be Associate Professor of Physics.

Title of H.E.Robbins

The President presented a plan submitted by the 1917 Celebration Committee for the engagement of Dr. Charles S. Walker of Amherst to prepare a comprehensive history of the College. After discussion and on motion of Mr. Howe, it was

College History

VOTED: To refer to the Trustees without recommendation the question of the preparation and publication of the college history.

Provision for Women

VOTED: To refer to the Trustees without recommendation the question of the adequate provision for women students at the College.

On motion of Dr. Dewey, it was

Reductions in teaching staff. Schedule of salary increases.

VOTED: That at an early meeting of this Committee the President submit a statement indicating possible reductions in the teaching staff for next year, together with a schedule of proposed salary increases for those members now receiving relatively low salaries.

On motion of Mr. Gannon, it was

Salary of O.A.Jamison

VOTED: To recommend to the Trustees that there be left to the President with power the adjustment of the salary of Professor O. A. Jamison.

Meeting adjourned,

Ralph J. Watts, Clerk.

MINUTES OF MEETING OF TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY.

City Club, Boston, Sept.20,1918, at 1:00 p.m.

PRESENT: Messrs. Wheeler, Bacon,Richardson, Butterfield; Professor John Phelan,Director of Short Courses was also present.

The President introduced Professor John Phelan as Director of Short Courses, and he made a general statement in regard to plans and projects for the development of short course work, more particularly during the ensuing collegiate year.

The first item for discussion was the resolution of the State Legislature in regard to a two-year course of study for students who have attained the age of 17 years and who possess the educational qualifications necessary for admission to any approved Massachusetts high school. A point was made that in view of the new draft laws, it was doubtful whether many boys of the age of 17 would enter such a course. After further discussion, it was

VOTED: To recommend to the Trustees that the college offer a course of study that will meet the intent and spirit of the Legislature of 1918 as embodied in the Senate Resolution 374.

And further, it was

VOTED: To recommend to the Trustees that beginning with the ensuing college year, there be offered substantially a four months' course for students having at least a grammar school education, and who are not less than 16 years of age, if in the judgment of the faculty of the college, such a course seems to be feasible and practicable during the war emergency.

The Director emphasized the great importance of providing for women students of agriculture, in view of the new

draft law.

It was

VOTED: To recommend to the Trustees that the President and Director of Short Courses be authorized to employ a woman suitably trained in agriculture, whose official connection would be with the Short Course staff, but who would also assist in the agricultural training of women taking the full college course, at a salary of not exceeding $2500. per year.

The Director presented a list of short courses that it seems desirable to offer during the coming year, embracing courses for women, particularly in the training for the management of land army camps for farm labor, and for the canning and preserving of food. Also courses for the so-called reconstruction work for returned soliiers; special courses for unclassified students, to experiment with certain short courses in or near the city of Boston, and also the enlargement of the regular winter and summer schools of agriculture.

It was

VOTED: To recommend to the Trustees that the Director's plan for the development of short course work during the ensuing college year be approved as a general plan.

The Director presented estimates of necessary expenditures for short course work during the year 1919, and it was

VOTED: To recommend to the Trustees that the Legislature be asked to appropriate the sum of $15,000. for the support of short courses during the fiscal year beginning Dec. 1, 1918.

It was

VOTED: To designate the Chairman of this committee, Mr. William Wheeler, as a sub-committee on short courses with the understanding that the President may request another member of the committee to act in conjunction with Mr. Wheeler, if it is so desired.

The President stated that if the attendance at short courses increased very rapidly, it would soon be necessary to have an assistant director of short courses, whose chief services would be looking after the welfare of the students and performing such other administrative duties as would naturally develop with the growth of the work. It was

VOTED: To authorize the President and the Director to recommend to this Committee a candidate for Assistant Director at such time as they deem wise.

It was

VOTED: To authorize the President to recommend to the Trustees from time to time the personnel of the Short Course staff.

The President discussed the possibilities of the need of establishing the position of Assistant or Associate Professor of Rural Sociology to assist Professor Phelan in the work of his Department, in case the Short Course work develops rapidly.

The President reported the following changes in the academic staff since the last meeting of the Committee:

RESIGNATIONS:

Name:	Title:	Effective:
Ball, S.C. ,	Instructor in Zoology,	Aug. 31, 1918.
C.H.Gould,	Field Agent,	June 30, 1918.
Burton N.Gates,	Asso.Prof. of Beekeeping,	
O.F.Wilkinson,	Instructor in Agric.Economics,	April 30, 1918.

NEW APPOINTMENTS:

		Salary:	Effective:
L.Banta,	Instructor in Poultry Husbandry,	$1600.	Aug.11, 1918.
H.B.Cooper,	Asst.Prof. of Agronomy,	2000.	
A.L.Dacy,	Asso.Prof. of Market Gardening,	2500.	Sept.1, 1918.
F.C.Moore,	Asst.Prof.of Mathematics,	1800.	
JohnPhelan,	Prof.of Rural Sociology andDirector of Short Courses, (Increase of $900.)	3600.	Sept.1, 1918.
D.B.Sawtelle,	Instructor in Agric. Economics,	1800.	Sept.3, 1918.

LEAVES OF ABSENCE FOR WAR SERVICE:

Name:	Title:	Salary:	Effective:
E.G.Hood,	Instructor in Microbiology,	$1000.	
A.G.Hecht,	Asst.Prof.of Floriculture,	1750.	June 1,1918.
F.P.Rand,	Instructor in English,	1350.	Sept.1,1918.
L.L.Stewart,	Instructor in Poultry Husbandry,	1200.	July 1,1918.
F.A.Waugh,	Head of Div.of Horticulture,	3750.	Aug. 1,1918.

MISCELLANEOUS

O.A.Jamison, - Promotion from rank of Assistant Professor to Associate Professor of Dairying, Increase from $2000. to $2400., June 1, 1918.

L.F.Payne, - Promotion from Assistant Professor to Associate Professor of Poultry Husbandry, Increase from $1800. to $2300., Sept. 1, 1918.

Miss L.P.Jefferson, - Title established of Assistant Professor in Division of Rural Social Science.

It was

VOTED: To accept the resignations and to confirm the new appointments, leaves of absence and other changes, as reported above.

The President reported that Mr. Ellis and himself had approached the Fuel Administrator with reference to the payment of the salary of Professor W. D.Clark whose services have been loaned by the college to the Fuel Administration. No action was taken.

It was

VOTED: To recommend to the Trustees that the President be authorized to engage Miss Edna Skinner as Professor of Home Economics and temporary adviser of women with a salary of $2750. as Head of the Department of Home Economics, and $500. for services as Adviser, at such time as the arrangement can be consummated.

The President asked for leave of absence for a year in order that he may accept membership on the Y.M.C.A. Army Education Commission for service in France, and it was

VOTED: To recommend to the Trustees that the President be granted leave of absence on half pay for approximately one year, beginning Nov. 15, 1918, in order to accept membership on the Y.M.C.A. Army Education Commission for service in France.

It was

VOTED: To recommend to the Trustees that the allowance to Dean Lewis as extra salary for services as Acting President while the President is on leave of absence for the coming year be at the rate of $200. per month beginning Nov. 15, 1918.

It was

VOTED: To recommend to the Trustees that Dean Lewis be authorized to continue the arrangement already made with Professor Patterson to serve as Acting Dean and to recommend that ProfessorPatterson's salary for this service shall be $2750. per year, beginning October 1, 1918.

It was also

VOTED: To authorize Dean Lewis to request the services of as many members of the teaching staff as may seem desirable and necessary to serve as assistant Deans or advisers during the period of special military training, and that these men be asked to serve in this capacity without extra compensation.

On recommendation of the President, it was

VOTED: To recommend to the Trustees, that the salary of Prof. W.L.Machmer be at the rate of $2500. per year, beginning January 1, 1919, or at such time as he may return to his teaching service with the college.

On recommendation of the President, it was

VOTED: To recommend to the Trustees that the salary of Associate Professor B.E.Pontius be at the rate of $2000. per year, same to take effect October 1,1918.

On recommendation of the President, it was

VOTED: To recommend to the Trustees, that the salary of Prof. C.H.Thompson be at the rate of $2200. per year, same to take effect October 1,1918.

On recommendation of the President, it was

VOTED: To recommendto the Trustees that the salary of William S. Regan, as Associate Professor of Entomology, be at the rate of $2000. per year, same to take effect October 1,1918.

On recommendation of the President, it was

VOTED: To recommend to the Trustees that the salary of Professor Harold E.Robbins be at the rate of $2100. per year, same to take effect October 1, 1918.

It was

VOTED: To authorize the President to engage Mrs. C.S. Hicks for such service in connection with the women students and at such a rate of pay as he may deem necessary and expedient.

On recommendation of the President, it was

VOTED: To recommend to the Trustees that the salary of Prof. A.A.Mackimmie be at the rate of $2750. per year, beginning October 1, 1918, or at such time as he terminates his teaching connection with Amherst College.

The President presented a schedule of possible salary increases for the ensuing year and after discussion, it was

VOTED: To authorize the President to prepare for the coming Trustee Meeting a salary schedule for members of the teaching staff comprised as follows:

(a) A special list comprising the changes recommended in the above votes.

(b) The following increases for the administrative officers mentioned:

1. F.C.Kenney, Treasurer,	$200.
2. P.B.Hasbrouck, Registrar,	100.
3. R.J.Watts, Secretary,	200.
4. J.A.Foord, Head of Div. of Agriculture,	150.
5. C.E.Marshall, Director of Graduate School,	200.

(c) A list of increases for other members of the teaching staff that will represent approximately an increase of 10% of present salaries of those receiving less than $2500. per year and 5% for those receiving $2500. a year or more, excluding from this list the persons provided for in Items (a) and (b).

Committee adjourned.

K.L.Butterfield,
Secretary.